

**FIRCREST CITY COUNCIL  
REGULAR MEETING AGENDA**

**TUESDAY, OCTOBER 27, 2020  
7:00 P.M.**

**COUNCIL CHAMBERS  
FIRCREST CITY HALL, 115 RAMSDELL STREET**

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- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PRESIDING OFFICER'S REPORT**
  - A. [Proclamation: Dysautonomia Awareness Month](#)
  - B. Pool & Community Center Project
- 5. CITY MANAGER COMMENTS**
- 6. DEPARTMENT HEAD COMMENTS**
- 7. COUNCILMEMBER COMMENTS**
- 8. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA** (Please email the City Clerk if you would like to make a public comment. Your comment will be read into the record at the appropriate time. JWESTMAN@CITYOFFIRCREST.NET)
- 9. COMMITTEE, COMMISSION & LIAISON REPORTS**
  - A. Parks & Recreation
  - B. Pierce County Regional Council
  - C. Public Safety, Courts
  - D. Street, Water, Sewer, and Storm Drain
  - E. Other Liaison Reports
- 10. CONSENT CALENDAR**
  - A. Approval of [vouchers](#)/payroll checks
  - B. Setting a public hearing on November 24, 2020, to receive comments on 2020 comprehensive plan amendments
  - C. Approval of Minutes: [October 5, 2020, Study Session Meeting](#)  
[October 13, 2020, Regular Meeting](#)
- 11. PUBLIC HEARING 7:15 P.M. OR SOON THEREAFTER**
  - A. [To receive comments on the 2021 Preliminary Expenditures](#)
- 12. UNFINISHED BUSINESS**
- 13. NEW BUSINESS**
  - A. [Information Only: 3<sup>rd</sup> Quarter Financial Review](#)
  - B. [Resolution: Springbrook Software Agreement](#)
- 14. CALL FOR FINAL COMMENTS**
- 15. EXECUTIVE SESSION**
  - A. To discuss Labor Negotiations per RCW 42.30.140
- 16. ADJOURNMENT**





Office of the Mayor  
***PROCLAMATION***

*WHEREAS*, dysautonomia is a group of medical conditions that result in a malfunction of the autonomic nervous system, which is responsible for “automatic” bodily functions such as respiration, heart rate, blood pressure, digestion, temperature control and more; and

*WHEREAS*, some forms of dysautonomia are considered rare diseases, such as Multiple System Atrophy and Pure Autonomic Failure, while other forms of dysautonomia are common, impacting millions of people in the US and around the world, such as Diabetic Autonomic Neuropathy, Neurocardiogenic Syncope and Postural Orthostatic Tachycardia Syndrome; and

*WHEREAS*, dysautonomia impacts people of any age, gender, race or background, including individuals living in the City of Fircrest, and some forms of dysautonomia can be very disabling and this disability can result in social isolation, stress on the families of those impacted, and financial hardship; and

*WHEREAS*, some forms of dysautonomia can result in death, causing tremendous pain and suffering for those impacted and their loved ones; and

*WHEREAS*, increased awareness about dysautonomia will help patients get diagnosed and treated earlier, save lives, and foster support for individuals and families coping with dysautonomia in our community; and

*WHEREAS*, Dysautonomia International, a 501(c)(3) non-profit organization that advocates on behalf of patients living with dysautonomia, encourages communities to celebrate Dysautonomia Awareness Month each October around the world; and

*WHEREAS*, we seek to recognize the contributions of the professional medical community, patients and family members who are working to educate our citizenry about dysautonomia in the City of Fircrest.

*NOW, THEREFORE, WE, MAYOR AND COUNCILMEMBERS*, of the City of Fircrest, do hereby proclaim the month of October 2020 as

***Dysautonomia Awareness Month***

Passed this 27<sup>th</sup> day of October 2020

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Hunter T. George, Mayor

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<b>23114</b>	<b>10/20/2020</b>	<b>10/27/2020</b>	<b>6904</b>		<b>A   R   C Architects Inc</b>	<b>7,539.00</b>	<b>P#54 Pool / Bathhouse And Community Center Prof. Eng. Services 7/26/20 To 8/25/20</b>
	594 76 62 03	Buildings & Structures	301 000 594	7,539.00	P#54 Pool / Bathhouse And Community Center Prof. Eng. Services 7/26/20 To 8/25/20		
<b>23140</b>	<b>10/22/2020</b>	<b>10/27/2020</b>	<b>4298</b>		<b>AWC Employee Benefit Trust</b>	<b>742.50</b>	<b>November 2020 Retired Medical</b>
	521 22 20 01	LEOFF I Medical Premium	001 000 521	742.50	11/2020 Retired Medical		
<b>23147</b>	<b>10/22/2020</b>	<b>10/27/2020</b>	<b>7022</b>		<b>American Leak Detection</b>	<b>695.00</b>	<b>Commercial Service Line Leak Detection 8/31/20 - Fircrest Park Sprinklers</b>
	576 80 31 02	Oper Supplies - Parks	001 000 576	695.00	Commercial Service Line Leak Detection 8/31/20 - Fircrest Park Sprinklers		
<b>23090</b>	<b>10/16/2020</b>	<b>10/27/2020</b>	<b>5895</b>		<b>Amundsen, John</b>	<b>59.00</b>	<b>Library Reimbursement 1 Year (John)</b>
	572 21 49 00	Library Services	001 000 572	59.00	Library Reimbursement 1 Year (John)		
<b>23092</b>	<b>10/16/2020</b>	<b>10/27/2020</b>	<b>5895</b>		<b>Amundsen, John</b>	<b>59.00</b>	<b>Library Reimbursement 1 Year (Wendy)</b>
	572 21 49 00	Library Services	001 000 572	59.00	Library Reimbursement 1 Year (Wendy)		
			Total Amundsen, John	118.00			
<b>23137</b>	<b>10/21/2020</b>	<b>10/27/2020</b>	<b>4281</b>		<b>Builders Exchange Of Washington Inc</b>	<b>341.40</b>	<b>P#60 Pool / Bathhouse Project Publishing</b>
	594 76 62 03	Buildings & Structures	301 000 594	341.40	P#60 Pool / Bathhouse Project Publishing (Re-Bid)		
<b>23145</b>	<b>10/22/2020</b>	<b>10/27/2020</b>	<b>4293</b>		<b>CDW Government Inc</b>	<b>5,302.83</b>	<b>Microsoft Office 365 Licenses</b>
	518 81 49 01	Software Licenses	001 000 518	5,302.83	Microsoft Office 365 Licenses		
<b>23129</b>	<b>10/21/2020</b>	<b>10/27/2020</b>	<b>3572</b>		<b>CED</b>	<b>120.52</b>	<b>Spot Lights For Islands, Credit For Duplicate Payment</b>
	542 63 31 00	Oper Supplies - Street Ligh	101 000 542	-45.18	Credit For Duplicate Payment		
	542 80 31 01	Operating Supplies - St Be	101 000 542	165.70	Spot Lights For Islands		
<b>23118</b>	<b>10/20/2020</b>	<b>10/27/2020</b>	<b>6018</b>		<b>Canon Financial Services Inc</b>	<b>159.51</b>	<b>Police Copier / Fax Rental October 2020</b>
	521 22 45 00	Oper Rentals - Copier - Pol	001 000 521	159.51	Police Copier / Fax Rental 10/2020		
<b>23119</b>	<b>10/20/2020</b>	<b>10/27/2020</b>	<b>6018</b>		<b>Canon Financial Services Inc</b>	<b>563.79</b>	<b>Copier Rental October 2020 - City Hall, Court, Parks / Rec, Public Works</b>
	512 50 45 00	Oper Rentals - Copier - Coi	001 000 512	140.95	Court 10/2020		
	518 10 45 00	Oper Rentals - Copier - No	001 000 518	140.95	City Hall 10/2020		
	531 50 45 00	Oper Rentals - Copier - Sto	415 000 531	35.23	PW 10/2020		

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534 10 45 02	Oper Rentals - Copier - Wa		425 000 534 Water Fund (de	35.24	PW 10/2020
535 10 45 00	Oper Rentals - Copier - Sev		430 000 535 Sewer Fund (de	35.24	PW10/2020
542 30 45 00	Oper Rentals - Copier - Str		101 000 542 City Street Fun	35.24	PW 10/2020
571 10 45 01	Oper Rentals - Copier - Rec		001 000 571 General Fund	126.85	Rec 10/2020
576 80 45 00	Oper Rentals - Copier - Par		001 000 576 General Fund	14.09	Parks 10/2020
Total Canon Financial Services Inc				723.30	
<b>23121</b>	<b>10/20/2020</b>	<b>10/27/2020</b>	<b>4290</b>	<b>247.28</b>	<b>Dog Waste Bags</b>
576 80 31 02	Oper Supplies - Parks		001 000 576 General Fund	247.28	Dog Waste Bags
<b>23095</b>	<b>10/16/2020</b>	<b>10/27/2020</b>	<b>7374</b>	<b>41.29</b>	<b>Reimbursement For Office Supplies</b>
521 22 31 00	Office & Oper Sup - Police		001 000 521 General Fund	41.29	Office Pens, Evidence Bags
<b>23116</b>	<b>10/20/2020</b>	<b>10/27/2020</b>	<b>3994</b>	<b>1,390.05</b>	<b>Telecommunications October 2020</b>
518 10 42 00	Communication - Non Dep		001 000 518 General Fund	70.99	CH Prim 911 10/2020
518 10 42 00	Communication - Non Dep		001 000 518 General Fund	71.00	CH Message 10/2020
518 10 42 00	Communication - Non Dep		001 000 518 General Fund	70.99	CH Alarm 10/2020
518 10 42 00	Communication - Non Dep		001 000 518 General Fund	448.79	Circuit Line / PRI Line 10/2020
518 10 42 00	Communication - Non Dep		001 000 518 General Fund	154.39	DID 10/2020
521 22 42 00	Communication - Police		001 000 521 General Fund	147.96	Police BA Machine / Modem 10/2020
531 50 42 00	Communication - Storm		415 000 531 Storm Drain	35.50	PW Alarm & Prim 911 10/2020
531 50 42 00	Communication - Storm		415 000 531 Storm Drain	17.74	PW Fax 10/2020
534 10 42 00	Communication - Water		425 000 534 Water Fund (de	35.50	PW Alarm & Prim 911 10/2020
534 10 42 00	Communication - Water		425 000 534 Water Fund (de	32.50	PW DSL / Telemetry 10/2020
534 10 42 00	Communication - Water		425 000 534 Water Fund (de	17.75	PW Fax 10/2020
535 10 42 01	Communication - Sewer		430 000 535 Sewer Fund (de	35.50	PW Alarm & Prim 911 10/2020
535 10 42 01	Communication - Sewer		430 000 535 Sewer Fund (de	32.50	PW DSL / Telemetry 10/2020
535 10 42 01	Communication - Sewer		430 000 535 Sewer Fund (de	17.75	PW Fax 10/2020
542 30 42 00	Communication - Street		101 000 542 City Street Fun	35.50	PW Alarm & Prim 911 10/2020
542 30 42 00	Communication - Street		101 000 542 City Street Fun	17.75	PW Fax 10/2020
576 80 42 00	Communication - Parks		001 000 576 General Fund	70.99	REC Alarm 10/2020
576 80 42 00	Communication - Parks		001 000 576 General Fund	76.95	Parks Prim 911 10/2020
<b>23115</b>	<b>10/20/2020</b>	<b>10/27/2020</b>	<b>5805</b>	<b>36.92</b>	<b>Long Distance Access And Usage October 2020</b>
518 10 42 00	Communication - Non Dep		001 000 518 General Fund	36.92	Long Distance Access & Usage 10/2020
<b>23125</b>	<b>10/20/2020</b>	<b>10/27/2020</b>	<b>4313</b>	<b>73.52</b>	<b>Central Supplies</b>
518 10 34 01	Central Office Supplies		001 000 518 General Fund	73.52	Central Supplies

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<b>23088</b>	<b>10/16/2020</b>	<b>10/27/2020</b>	<b>4315</b>	<b>Cities Insurance Assoc of WA</b>	<b>2,174.85</b>	<b>Added 545 Contra Costa (Pool/Bathhouse), Decreased Value Of 555 Contra Costa (Rec Center)</b>
518 30 46 00	Insurance		001 000 518	General Fund	2,174.85	Property Insurance (12/1/19 - 12/1/20)
<b>23073</b>	<b>10/15/2020</b>	<b>10/27/2020</b>	<b>4324</b>	<b>City Treasurer-City of Tacoma</b>	<b>56,345.11</b>	<b>Fire / EMS November 2020</b>
522 20 40 00	Tacoma Contract - Fire		001 000 522	General Fund	28,411.43	Fire 11/2020
522 20 41 00	Tacoma Contract - EMS		001 000 522	General Fund	27,933.68	EMS 11/2020
<b>23109</b>	<b>10/20/2020</b>	<b>10/27/2020</b>	<b>4318</b>	<b>City of Fircrest Treasurer</b>	<b>10,557.95</b>	<b>October 2020 Interfund</b>
518 30 47 00	Public Utility Services - Ci		001 000 518	General Fund	650.98	10/2020 Interfund
531 50 47 02	Public Utility Services/Bldg		415 000 531	Storm Drain	235.97	10/2020 Interfund
531 50 47 02	Public Utility Services/Bldg		415 000 531	Storm Drain	2.14	10/2020 Interfund
534 10 47 00	Utility Services/Building -		425 000 534	Water Fund (de	235.97	10/2020 Interfund
534 80 47 01	Utility Services/Pumping		425 000 534	Water Fund (de	447.72	10/2020 Interfund
534 80 47 03	Public Utility Services/Met		425 000 534	Water Fund (de	5.00	10/2020 Interfund
535 10 47 00	Utility Services/Building -		430 000 535	Sewer Fund (de	235.97	10/2020 Interfund
535 80 47 04	Public Utility Services/Met		430 000 535	Sewer Fund (de	5.00	10/2020 Interfund
542 30 47 02	Electricity & Gas/Bldg - St		101 000 542	City Street Fun	235.95	10/2020 Interfund
542 30 47 02	Electricity & Gas/Bldg - St		101 000 542	City Street Fun	2.13	10/2020 Interfund
542 80 47 00	Public Utility Services-St E		101 000 542	City Street Fun	195.27	10/2020 Interfund
548 65 47 00	Utilities ShopGarage		501 000 548	Equipment Ren	34.50	10/2020 Interfund
576 20 47 00	Public Utility Services - Po		001 000 576	General Fund	343.08	10/2020 Interfund
576 80 47 00	Public Utility Services - Pa		001 000 576	General Fund	7,928.27	10/2020 Interfund
<b>23149</b>	<b>10/22/2020</b>	<b>10/27/2020</b>	<b>4322</b>	<b>City of Tacoma Washington</b>	<b>2,448.60</b>	<b>Power - Various Locations September 2020</b>
535 80 47 01	Utility Services/Pumping		430 000 535	Sewer Fund (de	96.69	Princeton L/S 09/2020
542 63 47 00	Electricity/Street Lights		101 000 542	City Street Fun	2,328.41	Street Lights 09/2020
576 80 47 00	Public Utility Services - Pa		001 000 576	General Fund	23.50	Parks Storage Garage 09/2020
<b>23138</b>	<b>10/21/2020</b>	<b>10/27/2020</b>	<b>6203</b>	<b>Code Mechanical Inc</b>	<b>346.19</b>	<b>Repair Thermostat - Public Safety Building</b>
518 30 48 04	Rep & Maint - PSB		001 000 518	General Fund	346.19	Repair Thermostat - Public Safety Building
<b>23144</b>	<b>10/22/2020</b>	<b>10/27/2020</b>	<b>6203</b>	<b>Code Mechanical Inc</b>	<b>1,011.08</b>	<b>Bi-Annual HVAC Maint. Agreement - City Hall, Public Safety Building, Public Works</b>
518 30 48 02	Rep & Maint - City Hall		001 000 518	General Fund	337.02	Bi-Annual HVAC Maint. Agreement - CH
518 30 48 03	Rep & Maint - PW		001 000 518	General Fund	337.03	Bi-Annual HVAC Maint. Agreement - PW
518 30 48 04	Rep & Maint - PSB		001 000 518	General Fund	337.03	Bi-Annual HVAC Maint. Agreement - PSB
Total Code Mechanical Inc					1,357.27	

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<b>23141</b>	<b>10/22/2020</b>	<b>10/27/2020</b>	<b>3560</b>	<b>Columbia Ford</b>	<b>45,327.46</b> <b>2020 Ford K8A Police Utility Vehicle - Chief's</b>
594 21 64 00	Machinery & Equipment -		001 000 521	General Fund	9,218.46 2020 Ford K8A Police Utility Vehicle - Chief's Car
594 48 64 08	Police - ERR Capital		501 000 548	Equipment Ren	36,109.00 2020 Ford K8A Police Utility Vehicle - Chief's Car
<b>23099</b>	<b>10/16/2020</b>	<b>10/27/2020</b>	<b>3565</b>	<b>Comfort Davies &amp; Smith</b>	<b>15,094.40</b> <b>September 2020</b>
515 41 41 01	City Attorney		001 000 515	General Fund	2,385.20 09/2020
515 41 41 03	City Prosecutor		001 000 515	General Fund	9,629.80 Fircrest 09/2020
515 41 41 03	City Prosecutor		001 000 515	General Fund	3,079.40 Ruston 09/2020
<b>23083</b>	<b>10/16/2020</b>	<b>10/27/2020</b>	<b>3573</b>	<b>Copiers Northwest Inc</b>	<b>103.38</b> <b>Printer Usage September 2020 - Police</b>
521 22 45 00	Oper Rentals - Copier - Pol		001 000 521	General Fund	103.38 Printer Usage 09/2020 - Police
<b>23084</b>	<b>10/16/2020</b>	<b>10/27/2020</b>	<b>3573</b>	<b>Copiers Northwest Inc</b>	<b>175.71</b> <b>Copier Usage September 2020 - City Hall, Court, Parks / Rec, Public Works</b>
512 50 45 00	Oper Rentals - Copier - Co		001 000 512	General Fund	41.39 Court 09/2020
518 10 45 00	Oper Rentals - Copier - No		001 000 518	General Fund	78.58 CH 09/2020
531 50 45 00	Oper Rentals - Copier - Sto		415 000 531	Storm Drain	12.67 PW 09/2020
534 10 45 02	Oper Rentals - Copier - Wa		425 000 534	Water Fund (de	12.67 PW 09/2020
535 10 45 00	Oper Rentals - Copier - Sev		430 000 535	Sewer Fund (de	12.66 PW 09/2020
542 30 45 00	Oper Rentals - Copier - Str		101 000 542	City Street Fun	12.67 PW 09/2020
571 10 45 01	Oper Rentals - Copier - Rec		001 000 571	General Fund	4.56 REC 09/2020
576 80 45 00	Oper Rentals - Copier - Par		001 000 576	General Fund	0.51 Parks 09/2020
				Total Copiers Northwest Inc	279.09
<b>23100</b>	<b>10/16/2020</b>	<b>10/27/2020</b>	<b>8271</b>	<b>Davis, Lindsay M</b>	<b>27.01</b> <b>Wellness Supplies</b>
517 90 31 01	Health Program - Supplies		001 000 517	General Fund	27.01 Wellness Supplies
<b>23148</b>	<b>10/22/2020</b>	<b>10/27/2020</b>	<b>365</b>	<b>Dept Of Labor &amp; Industries</b>	<b>212.20</b> <b>P#60 Pool And Bathhouse Boiler And Water Heater Inspections 9/21/20</b>
594 76 62 03	Buildings & Structures		301 000 594	Park Bond Capi	212.20 P#60 Pool And Bathhouse Boiler And Water Heater Inspections 9/21/20
<b>23082</b>	<b>10/16/2020</b>	<b>10/27/2020</b>	<b>4310</b>	<b>Dept Of Revenue-EXCISE TAX</b>	<b>632.82</b> <b>September 2020 Excise Taxes</b>
518 20 43 01	Excise Tax Time/Temp Re		001 000 518	General Fund	3.30 09/2020 Excise Taxes
531 50 44 00	Excise Tax - Storm		415 000 531	Storm Drain	3.89 09/2020 Excise Taxes
534 10 44 00	Excise Tax - Water		425 000 534	Water Fund (de	1.49 09/2020 Excise Taxes
534 10 44 00	Excise Tax - Water		425 000 534	Water Fund (de	187.44 09/2020 Excise Taxes
535 10 44 00	Excise Tax - Sewer		430 000 535	Sewer Fund (de	1.10 09/2020 Excise Taxes
571 10 41 01	Professional Services-Rec		001 000 571	General Fund	291.85 09/2020 Excise Taxes

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576 20 41 00	Professional Services-Pool		001 000 576 General Fund	143.75	09/2020 Excise Taxes
<b>22993</b>	<b>09/30/2020</b>	<b>10/27/2020</b>	<b>8610</b>		<b>F &amp; L Building Maintenance, LLC</b>
				<b>3,254.00</b>	<b>October 2020 Janitorial Services</b>
518 30 41 01	Contract Maintenance		001 000 518 General Fund	3,254.00	10/2020 Janitorial Services
<b>23105</b>	<b>10/20/2020</b>	<b>10/27/2020</b>	<b>6543</b>		<b>Fiske, Adrianna</b>
				<b>59.00</b>	<b>Library Reimbursement 1 Year</b>
572 21 49 00	Library Services		001 000 572 General Fund	59.00	Library Reimbursement 1 Year
<b>23098</b>	<b>10/16/2020</b>	<b>10/27/2020</b>	<b>6216</b>		<b>Gentile, Aaron</b>
				<b>59.00</b>	<b>Library Reimbursement 1 Year</b>
572 21 49 00	Library Services		001 000 572 General Fund	59.00	Library Reimbursement 1 Year
<b>23103</b>	<b>10/20/2020</b>	<b>10/27/2020</b>	<b>2456</b>		<b>Hamilton, Craig</b>
				<b>59.00</b>	<b>Library Reimbursement 1 Year</b>
572 21 49 00	Library Services		001 000 572 General Fund	59.00	Library Reimbursement 1 Year
<b>23139</b>	<b>10/22/2020</b>	<b>10/27/2020</b>	<b>8189</b>		<b>Hoffman, Mark</b>
				<b>42.55</b>	<b>02-01660.7 - 124 BERKELEY AVE</b>
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-11.85	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-12.22	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-18.48	
<b>23128</b>	<b>10/21/2020</b>	<b>10/27/2020</b>	<b>3690</b>		<b>Holroyd Co Inc</b>
				<b>98.61</b>	<b>Sidewalk Disposal October 2020</b>
542 30 47 01	Dumping Fees - Street		101 000 542 City Street Fun	98.61	Sidewalk Disposal 10/2020
<b>23093</b>	<b>10/16/2020</b>	<b>10/27/2020</b>	<b>1253</b>		<b>Holzborn, Lavone M.</b>
				<b>59.00</b>	<b>Library Reimbursement 1 Year</b>
572 21 49 00	Library Services		001 000 572 General Fund	59.00	Library Reimbursement 1 Year
<b>23152</b>	<b>10/22/2020</b>	<b>10/27/2020</b>	<b>3692</b>		<b>Home Depot Credit Services</b>
				<b>27.48</b>	<b>Garage Door Opener - Public Safety Building</b>
518 30 31 02	Oper Sup/PSB Bldg		001 000 518 General Fund	27.48	Garage Door Opener - PSB
<b>23153</b>	<b>10/22/2020</b>	<b>10/27/2020</b>	<b>3692</b>		<b>Home Depot Credit Services</b>
				<b>10.80</b>	<b>Island Sign Repair Parts</b>
542 30 31 02	Oper Supplies - Street Reg		101 000 542 City Street Fun	10.80	Island Sign Repair Parts
			Total Home Depot Credit Services	38.28	
<b>23074</b>	<b>10/15/2020</b>	<b>10/27/2020</b>	<b>4131</b>		<b>Humane Society - Tacoma</b>
				<b>615.83</b>	<b>October 2020 Boarding Contract</b>
554 30 41 00	Animal Control		001 000 554 General Fund	615.83	10/2020 Boarding Contract
<b>23110</b>	<b>10/20/2020</b>	<b>10/27/2020</b>	<b>3751</b>		<b>KPG, PS</b>
				<b>17,280.06</b>	<b>P#63 Emerson Sidewalk Prof. Eng. Services Through 9/25/20</b>
595 10 63 06	Project Eng		101 000 594 City Street Fun	17,280.06	P#63 Emerson Sidewalk Prof. Eng. Services Through 9/25/20



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<b>23111</b>	<b>10/20/2020</b>	<b>10/27/2020</b>	<b>3751</b>	<b>KPG, PS</b>	<b>25,540.70</b>	<b>P#62 Alameda Grind &amp; Overlay Prof. Eng. Services Through 9/25/20</b>
595 10 63 06	Project Eng		101 000 594 City Street Fun	25,540.70	P#62 Alameda Grind & Overlay Prof. Eng. Services Through 9/25/20	
<b>23112</b>	<b>10/20/2020</b>	<b>10/27/2020</b>	<b>3751</b>	<b>KPG, PS</b>	<b>5,108.00</b>	<b>Professional Eng. Services September 2020 - Alameda Curb And Gutter Installation</b>
595 10 63 06	Project Eng		101 000 594 City Street Fun	5,108.00	Professional Eng. Services September 2020 - Alameda Curb And Gutter Installation	
Total KPG, PS				47,928.76		
<b>23108</b>	<b>10/20/2020</b>	<b>10/27/2020</b>	<b>8773</b>	<b>Kassel &amp; Associates, Inc.</b>	<b>62,711.77</b>	<b>P#60 Pool And Bathhouse Progress Through 9/30/20</b>
594 76 62 03	Buildings & Structures		301 000 594 Park Bond Capi	62,711.77	P#60 Pool And Bathhouse Progress Through 9/30/20	
<b>23081</b>	<b>10/16/2020</b>	<b>10/27/2020</b>	<b>6618</b>	<b>Larson, David Michael</b>	<b>13.68</b>	<b>02-00900.4 - 132 DEL MONTE AVE</b>
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-5.43		
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-4.17		
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-4.08		
<b>23096</b>	<b>10/16/2020</b>	<b>10/27/2020</b>	<b>8940</b>	<b>Law Offices of Susan Elizabeth Drummond</b>	<b>990.00</b>	<b>September 2020 Land Use Attorney (4.4 Hrs)</b>
515 41 41 02	Special Legal Counsel		001 000 515 General Fund	990.00	September 2020 Land Use Attorney (4.4 Hrs)	
<b>23086</b>	<b>10/16/2020</b>	<b>10/27/2020</b>	<b>6726</b>	<b>Linggi, Patrick</b>	<b>59.00</b>	<b>Library Reimbursement 1 Year</b>
572 21 49 00	Library Services		001 000 572 General Fund	59.00	Library Reimbursement 1 Year	
<b>23087</b>	<b>10/16/2020</b>	<b>10/27/2020</b>	<b>2744</b>	<b>McKeller*, Michael</b>	<b>59.00</b>	<b>Library Reimbursement 1 Year</b>
572 21 49 00	Library Services		001 000 572 General Fund	59.00	Library Reimbursement 1 Year	
<b>23136</b>	<b>10/21/2020</b>	<b>10/27/2020</b>	<b>9415</b>	<b>Miles Resources LLC</b>	<b>286,652.40</b>	<b>P#62 Alameda Grind &amp; Overlay Construction Pay Estimate #1</b>
595 32 63 06	Construction - (Grant)		101 000 594 City Street Fun	286,652.40	P#62 Alameda Grind & Overlay Construction Pay Estimate #1	
<b>23079</b>	<b>10/16/2020</b>	<b>10/27/2020</b>	<b>7265</b>	<b>Mueller, Faith</b>	<b>317.23</b>	<b>04-02480.7 - 765 FIR PARK LANE</b>
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-72.17		
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-77.14		
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-167.92		

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<b>23113</b>	<b>10/20/2020</b>	<b>10/27/2020</b>	<b>6589</b>		<b>Murray, Smith &amp; Associates Inc</b>	<b>2,656.00</b>	<b>2020 Water System Plan Prof. Eng. Services Through 9/30/20</b>
	534 10 41 00	Prof Svcs - Water	425 000 534	Water Fund (de	2,656.00	2020 Water System Plan Prof. Eng. Services Through 9/30/20	
<b>23146</b>	<b>10/22/2020</b>	<b>10/27/2020</b>	<b>3872</b>		<b>NC Machinery Co</b>	<b>3,926.73</b>	<b>Backhoe Rental 9/3/20 - 9/30/20 (City Equipment Being Repaired)</b>
	534 50 48 01	Rep & Maint - Water Main	425 000 534	Water Fund (de	667.54	Backhoe Rental 9/3/20 - 9/30/20 (City Equipment Being Repaired)	
	542 30 48 01	Rep & Maint - Street Maint	101 000 542	City Street Fun	3,259.19	Backhoe Rental 9/3/20 - 9/30/20 (City Equipment Being Repaired)	
<b>23150</b>	<b>10/22/2020</b>	<b>10/27/2020</b>	<b>3872</b>		<b>NC Machinery Co</b>	<b>1,639.16</b>	<b>Backhoe Rental 10/1/20 - 10/7/20 (City Equipment Being Repaired)</b>
	548 65 48 12	O & M - Street	501 000 548	Equipment Ren	278.66	Backhoe Rental 10/1/20 - 10/7/20 (City Equipment Being Repaired)	
	548 65 48 14	O & M - Wtr/Swr	501 000 548	Equipment Ren	1,360.50	Backhoe Rental 10/1/20 - 10/7/20 (City Equipment Being Repaired)	
				Total NC Machinery Co	5,565.89		
<b>23091</b>	<b>10/16/2020</b>	<b>10/27/2020</b>	<b>2491</b>		<b>Neufeld*, Brian</b>	<b>59.00</b>	<b>Library Reimbursement 1 Year</b>
	572 21 49 00	Library Services	001 000 572	General Fund	59.00	Library Reimbursement 1 Year	
<b>23107</b>	<b>10/20/2020</b>	<b>10/27/2020</b>	<b>3906</b>		<b>O'Brien, Eileen</b>	<b>59.00</b>	<b>Library Reimbursement 1 Year</b>
	572 21 49 00	Library Services	001 000 572	General Fund	59.00	Library Reimbursement 1 Year	
<b>23070</b>	<b>10/12/2020</b>	<b>10/27/2020</b>	<b>8856</b>		<b>OakRidge Homes LTD</b>	<b>217.03</b>	<b>07-03100.0 - 1068 11TH TEE DR</b>
	343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-85.37		
	343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-131.66		
<b>23080</b>	<b>10/16/2020</b>	<b>10/27/2020</b>	<b>9014</b>		<b>OakRidge Homes LTD</b>	<b>30.43</b>	<b>07-03260.0 - 1065 11TH TEE DR</b>
	343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-30.73		
	343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	0.30		
<b>23127</b>	<b>10/21/2020</b>	<b>10/27/2020</b>	<b>3923</b>		<b>Orca Pacific Inc</b>	<b>511.86</b>	<b>Chlorine For Wells (135 Gallons)</b>
	534 80 31 03	Oper Supplies - Chlorine	425 000 534	Water Fund (de	511.86	Chlorine For Wells (135 Gallons)	
<b>23143</b>	<b>10/22/2020</b>	<b>10/27/2020</b>	<b>3955</b>		<b>Petrocard Systems Inc</b>	<b>354.61</b>	<b>Gas / Fuel October 2020</b>
	548 65 31 11	Parks/Rec Gas	501 000 548	Equipment Ren	90.85	Parks 10/2020	

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548 65 31 12	Street Gas		501 000 548 Equipment Ren	33.71	Street 10/2020
548 65 31 13	Storm Gas		501 000 548 Equipment Ren	93.29	Storm 10/2020
548 65 31 14	Wtr/Swr Gas		501 000 548 Equipment Ren	136.76	W / S 10/2020
<b>23076</b>	<b>10/15/2020</b>	<b>10/27/2020</b>	<b>3986</b>		<b>Puget Sound Energy, BOT-01H</b>
				<b>37.89</b>	<b>Natural Gas - City Hall September 2020</b>
518 30 47 00	Public Utility Services - Cit		001 000 518 General Fund	37.89	Natural Gas - CH 09/2020
<b>23077</b>	<b>10/15/2020</b>	<b>10/27/2020</b>	<b>3986</b>		<b>Puget Sound Energy, BOT-01H</b>
				<b>42.36</b>	<b>Natural Gas - Public Works September 2020</b>
531 50 47 02	Public Utility Services/Bldg		415 000 531 Storm Drain	10.59	Natural Gas - PW 09/2020
534 10 47 00	Utility Services/Building -		425 000 534 Water Fund (de	10.59	Natural Gas - PW 09/2020
535 10 47 00	Utility Services/Building -		430 000 535 Sewer Fund (de	10.59	Natural Gas - PW 09/2020
542 30 47 02	Electricity & Gas/Bldg - St		101 000 542 City Street Fun	10.59	Natural Gas - PW 09/2020
<b>23078</b>	<b>10/15/2020</b>	<b>10/27/2020</b>	<b>3986</b>		<b>Puget Sound Energy, BOT-01H</b>
				<b>43.31</b>	<b>Natural Gas - Rec Center September 2020</b>
576 80 47 00	Public Utility Services - Pa		001 000 576 General Fund	43.31	Natural Gas - REC 09/2020
			Total Puget Sound Energy, BOT-01H	123.56	
<b>23130</b>	<b>10/21/2020</b>	<b>10/27/2020</b>	<b>9414</b>		<b>R.L. Alia Company</b>
				<b>156,666.50</b>	<b>P#63 Emerson Sidewalk Construction Pay Estimate #1</b>
595 32 63 06	Construction - (Grant)		101 000 594 City Street Fun	156,666.50	P#63 Emerson Sidewalk Construction Pay Estimate #1
<b>23104</b>	<b>10/20/2020</b>	<b>10/27/2020</b>	<b>4754</b>		<b>Reitz, Sheila</b>
				<b>59.00</b>	<b>Library Reimbursement 1 Year</b>
572 21 49 00	Library Services		001 000 572 General Fund	59.00	Library Reimbursement 1 Year
<b>23072</b>	<b>10/15/2020</b>	<b>10/27/2020</b>	<b>8893</b>		<b>Right Systems INC</b>
				<b>6,455.53</b>	<b>HP 600PD Desktop Computers - Court (2), Planning (1), Rec (1), GIS (1), Public Works (1)</b>
594 48 64 02	Court - ERR Capital		501 000 548 Equipment Ren	2,151.84	HP 600PD Desktop Computers - Court (2)
594 48 64 10	Planning - ERR Capital		501 000 548 Equipment Ren	1,075.92	HP 600PD Desktop Computers - Planning (1)
594 48 64 11	Parks/Rec - ERR Capital		501 000 548 Equipment Ren	1,075.92	HP 600PD Desktop Computers - Rec (1)
594 48 64 12	Street - ERR Capital		501 000 548 Equipment Ren	1,129.72	HP 600PD Desktop Computers - GIS (1), Public Works (1)
594 48 64 13	Storm - ERR Capital		501 000 548 Equipment Ren	268.98	HP 600PD Desktop Computers - GIS (1)
594 48 64 14	Water/Sewer - ERR Capita		501 000 548 Equipment Ren	753.15	HP 600PD Desktop Computers - GIS (1), Public Works (1)
<b>23075</b>	<b>10/15/2020</b>	<b>10/27/2020</b>	<b>8893</b>		<b>Right Systems INC</b>
				<b>3,350.00</b>	<b>IT Managed Services October 2020</b>
518 81 41 01	Prof Svcs - I/S		001 000 518 General Fund	3,350.00	IT Managed Services 10/2020

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Total Right Systems INC				9,805.53		
<b>23120</b>	<b>10/20/2020</b>	<b>10/27/2020</b>	<b>337</b>	<b>Roberts, Christopher</b>	<b>14.23</b>	<b>Reimbursement - Portable Radio Ear Piece (E. Garcia)</b>
521 22 35 00	Small Tools & Equip - Poli		001 000 521	General Fund	14.23	Reimbursement - Portable Radio Ear Piece (E. Garcia)
<b>23122</b>	<b>10/20/2020</b>	<b>10/27/2020</b>	<b>4035</b>	<b>Sarco Supply</b>	<b>280.29</b>	<b>Janitorial Supplies - Public Safety Building</b>
518 30 31 02	Oper Sup/PSB Bldg		001 000 518	General Fund	280.29	Janitorial Supplies - PSB
<b>23123</b>	<b>10/20/2020</b>	<b>10/27/2020</b>	<b>4035</b>	<b>Sarco Supply</b>	<b>734.88</b>	<b>Janitorial Supplies - City Hall, Face Masks (COVID-19 Expense)</b>
518 30 31 04	Oper Sup/CH		001 000 518	General Fund	263.63	Face Masks (COVID-19 Expense)
518 30 31 04	Oper Sup/CH		001 000 518	General Fund	471.25	Janitorial Supplies - City Hall
<b>23124</b>	<b>10/20/2020</b>	<b>10/27/2020</b>	<b>4035</b>	<b>Sarco Supply</b>	<b>98.01</b>	<b>Janitorial Supplies - Public Works</b>
518 30 31 03	Oper Sup/PWF		001 000 518	General Fund	98.01	Janitorial Supplies - PW
Total Sarco Supply				1,113.18		
<b>23094</b>	<b>10/16/2020</b>	<b>10/27/2020</b>	<b>4068</b>	<b>Smith, Wayne</b>	<b>1,499.99</b>	<b>Retired Medical Expense (8/26/2020)</b>
521 22 20 03	LEOFF I Other Medical Cc		001 000 521	General Fund	1,499.99	Retired Medical Expense (8/26/2020)
<b>23071</b>	<b>10/15/2020</b>	<b>10/27/2020</b>	<b>7749</b>	<b>Sound Uniform Solutions Inc</b>	<b>1,171.04</b>	<b>Jumpsuit And Dress Uniform With Accessories - E. Garcia</b>
521 22 49 01	Uniforms/Clothing/Laundry		001 000 521	General Fund	1,171.04	Jumpsuit And Dress Uniform With Accessories - E. Garcia
<b>23069</b>	<b>10/12/2020</b>	<b>10/27/2020</b>	<b>8702</b>	<b>Soundbuilt Homes LLC</b>	<b>67.63</b>	<b>06-00690.2 - 1330 CORAL DR</b>
343 10 00 00	Storm Drain Fees & Charge		415 000 340	Storm Drain	-31.26	
343 40 00 00	Sale Of Water		425 000 340	Water Fund (de	-11.65	
343 50 00 00	Sewer Revenues		430 000 340	Sewer Fund (de	-24.72	
<b>23089</b>	<b>10/16/2020</b>	<b>10/27/2020</b>	<b>4084</b>	<b>Staples Business Advantage</b>	<b>37.00</b>	<b>Building / Planning Supplies</b>
524 20 31 00	Office & Oper Sup-Bldg		001 000 524	General Fund	18.50	Building Supplies
558 60 31 00	Office & Oper Sup-Plan		001 000 558	General Fund	18.50	Planning Supplies
<b>23126</b>	<b>10/20/2020</b>	<b>10/27/2020</b>	<b>4088</b>	<b>State Auditor's Office</b>	<b>12,088.18</b>	<b>2019 Audit #56134 September 2020 (107.1 Hrs)</b>
518 10 41 01	Biennial Audit - Non Dept		001 000 518	General Fund	12,088.18	2019 Audit #56134 September 2020 (107.1 Hrs)

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<b>23106</b>	<b>10/20/2020</b>	<b>10/27/2020</b>	<b>4142 Taylor, Jack</b>	<b>59.00</b>	<b>Library Reimbursement 1 Year</b>
	572 21 49 00	Library Services	001 000 572 General Fund	59.00	Library Reimbursement 1 Year
<b>23085</b>	<b>10/16/2020</b>	<b>10/27/2020</b>	<b>6749 Tri-Tec Communications Inc</b>	<b>120.89</b>	<b>Service Call 10/2/2020</b>
	548 65 48 05	O & M - Non-Dept.	501 000 548 Equipment Ren	120.89	Service Call 10/2/2020
<b>23142</b>	<b>10/22/2020</b>	<b>10/27/2020</b>	<b>4172 Union 76 Royal</b>	<b>282.63</b>	<b>Gas / Fuel October 2020</b>
	548 65 31 08	Police Gas	501 000 548 Equipment Ren	26.11	Police 10/2020
	548 65 31 11	Parks/Rec Gas	501 000 548 Equipment Ren	102.46	Parks 10/2020
	548 65 31 12	Street Gas	501 000 548 Equipment Ren	62.75	Street 10/2020
	548 65 31 14	Wtr/Swr Gas	501 000 548 Equipment Ren	91.31	W/S 10/2020
<b>23151</b>	<b>10/22/2020</b>	<b>10/27/2020</b>	<b>4178 University Place Refuse Inc</b>	<b>1,846.49</b>	<b>Container Rental 6/1/20 To 10/2/20 - Public Works Building And Attic Cleanout</b>
	518 30 48 02	Rep & Maint - City Hall	001 000 518 General Fund	805.84	Container Rental 6/1/20 To 10/2/20 - Public Works Building And Attic Cleanout
	531 50 47 01	Dumping Fees - Storm	415 000 531 Storm Drain	436.70	Container Rental 6/1/20 To 10/2/20 - Public Works Building And Attic Cleanout
	534 80 47 02	Dumping Fees - Water	425 000 534 Water Fund (de	201.32	Container Rental 6/1/20 To 10/2/20 - Public Works Building And Attic Cleanout
	535 80 47 02	Dumping Fees - Sewer	430 000 535 Sewer Fund (de	201.32	Container Rental 6/1/20 To 10/2/20 - Public Works Building And Attic Cleanout
	542 30 47 01	Dumping Fees - Street	101 000 542 City Street Fun	201.31	Container Rental 6/1/20 To 10/2/20 - Public Works Building And Attic Cleanout
<b>23101</b>	<b>10/16/2020</b>	<b>10/27/2020</b>	<b>4188 Verizon Wireless LLC</b>	<b>943.87</b>	<b>October 2020 Shared Plan (23 Lines)</b>
	513 10 42 00	Communication - Admin	001 000 513 General Fund	41.96	City Manager 10/2020
	518 30 42 00	Communication - Fac/Equi	001 000 518 General Fund	41.96	Maint. Supervisor 10/2020
	521 22 42 00	Communication - Police	001 000 521 General Fund	417.65	Chief, Air Card, 2 Sergeants & 6 Officers 10/2020
	524 20 42 00	Communications- Bldg	001 000 524 General Fund	20.98	B / P Admin 10/2020
	531 50 42 00	Communication - Storm	415 000 531 Storm Drain	72.94	PW Director, Crew & Air Card 10/2020
	534 10 42 00	Communication - Water	425 000 534 Water Fund (de	72.95	PW Director, Crew & Air Card 10/2020
	535 10 42 01	Communication - Sewer	430 000 535 Sewer Fund (de	72.94	PW Director, Crew & Air Card 10/2020
	542 30 42 00	Communication - Street	101 000 542 City Street Fun	72.94	PW Director, Crew & Air Card 10/2020
	558 60 42 00	Communications - Plannin	001 000 558 General Fund	20.98	B / P Admin 10/2020
	576 80 42 00	Communication - Parks	001 000 576 General Fund	108.57	Parks Director, Maint. Super & Comm. Events Spec 10/2020
<b>23102</b>	<b>10/16/2020</b>	<b>10/27/2020</b>	<b>4188 Verizon Wireless LLC</b>	<b>400.10</b>	<b>October 2020 Police Air Cards (10)</b>
	521 22 42 00	Communication - Police	001 000 521 General Fund	400.10	10/2020 Police Air Cards (10)

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				1,343.97	
<b>23097</b>	<b>10/16/2020</b>	<b>10/27/2020</b>	<b>4231</b>		
			<b>Water Mgmt Labs Inc</b>	<b>90.00</b>	<b>Fluoride (2 Liters)</b>
534 80 41 00	Water Testing		425 000 534 Water Fund (de	90.00	Fluoride (2 Liters)

Report Total: 750,688.12

Fund	
001 General Fund	129,472.17
101 City Street Fund	497,884.54
301 Park Bond Capital Fund	70,804.37
415 Storm Drain	984.08
425 Water Fund (department)	5,442.82
430 Sewer Fund (department)	1,103.82
501 Equipment Rental Fund	44,996.32

This report has been reviewed by:

REMARKS: \_\_\_\_\_ Signature & Title \_\_\_\_\_ Date \_\_\_\_\_

**CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL**

Mayor George called the special meeting to order at 6:00 P.M. and led the Pledge of Allegiance. Councilmembers David M. Viafore, Shannon Reynolds, Brett Wittner, Joe Barrentine, Denny Waltier, and Jamie Nixon were present.

**AGENDA MODIFICATIONS**

There were none.

**PRELIMINARY 2021 BUDGET**

City Manager Pingel presented the Preliminary 2021 Budget General Fund overview, which included personnel changes, capital projects, and transfers. Capital projects are limited for 2021 and include new 6-inch gutters at City Hall and HVAC at the Public Safety Building. The personnel changes will be changing the Court Clerk positions to Court Clerk I and Court Clerk II, as well as reclassifying the Accountant I to an Accountant II. The final personnel change is the Community Events Specialist will now be classified as an Administrative Assistant. Two position changes already took effect in 2020 with moving a Utility Worker to the Facilities Maintenance position and eliminating the Public Works Coordinator position and hiring a part-time Administrative Assistant at Public Works.

Pingel presented General Fund revenue projections and changes, stating the property tax line is budgeted without an increase due to the EMS levy taking effect and the park bond increase. Telephone and Cable revenues continue to decrease with trends moving from landlines and cable. There will be a small increase to the Ruston Court contract based on CPI and court revenues are projected to align with prior years. Investment interest is anticipated to be down due to Cumulative Reserves being drawn down. Pool revenue increases are based on the anticipated usage and increased rates for the 2021 season. The pool business plan will be brought back to Council for future discussions. There was a brief discussion on recreation programs and the anticipated revenue is based on having access to other facilities while the Community Center is being built. Due to COVID-19, the anticipated expenses are related to revenue. If we cannot provide recreation programs, the expenses will also be eliminated.

Pingel presented the General Fund expenses and highlighted that the preliminary budget reflects a one percent COLA increase for all employees based on the CPI. For 2021, the Finance Director is no longer overseeing Facilities and therefore reduces the personnel cost. A brief discussion was held on the EMS Levy reducing the amount the general fund supplements the Tacoma Fire contract and there is a slight decrease in insurance costs. Police changes include adding Lexipol services to maintain up to date policies to remain current with best practices. Discussions included the ongoing costs to maintain Lexipol and how we currently maintain our policies. Personnel changes with hiring new officers which lower costs due to salaries, longevity pay, benefits, etc. There is an increase in South Sound 911 costs for radios and dispatch services. Pingel is scheduled to meet with a South Sound 911 representative next week and will discuss the increases. Pingel reported that we will be adding two new hybrid police vehicles to fulfill the contract of 10 vehicles. The new vehicles will be added to the ERR schedule. A brief discussion was held on the street light conversion and the street light fund and for 2021, the transfer amount has been reduced due to installation and operating costs.

Lastly, discussions included adding a grand opening to Community Events Budget, Community Center utility savings, and pool operating costs.

Pingel briefed the Council on the potential of using an inter-fund loan from Cumulative Reserves to the Park Bond Capital Fund or use REET funds. Discussions included complying with the state requirements and ensuring that the funds will be repaid after the project is complete and the final donations are received. The consensus was to revisit the subject at a future meeting once the staff has time to research compliance issues.

Lastly, there was consensus to cancel the October 12, 2020, budget meeting for lack of agenda items.

**ADJOURNMENT**

**Wittner MOVED to adjourn the meeting at 7:29 P.M., seconded by Waltier. The Motion Carried (7-0).**

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Hunter T. George, Mayor

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Jayne Westman City Clerk



**CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL (Meeting was held primarily by remote attendance)**

Mayor Hunter T. George called the regular meeting to order at 7:00 P.M. and led the Pledge of Allegiance. Councilmembers David M. Viafore, Shannon Reynolds, Brett Wittner, Joe Barrentine, Denny Waltier, and Jamie Nixon were present.

**PRESIDING OFFICER’S REPORT**

**A. Pool and Community Center Project**

Parks & Recreation Director Grover reported that Kassel is still working to complete punch list items including gates, paint, trim, etc. There was a pre-construction meeting last week for the Community Center portion of the project and asbestos abatement testing started last week. Mayor George commented that the staff should communicate with neighbors about the construction hours and what to expect as we move into the next phase. There was a discussion about the fence placement and signage for the sidewalk closures. Kassel needs to secure the construction site but there is concern that the fencing closes the sidewalk which forces people to cross the street. Grover will communicate with Kassel about finding a suitable solution.

Mayor George reported that he has been asked to participate in a meeting with the Kiwanis Club of Steilacoom to discuss the success of the Pool & Community Center and the project's timeline.

**B. Suspend Council Rules No. 20 and Alter the Order of Business**

Mayor George introduced the alternate agenda and explained why it may help engage the public. **The Chair MOVED to suspend Rule No. 20 of the Council Rules & Procedures to follow an alternate order of business through December 31, 2020; seconded by**

**Barrentine.** George invited Councilmember comments; Comments included altering the end date to November 31, 2020, starting the meetings earlier, and shortening the length of the meetings. George invited public comment; the following individuals provided public comment:

- Yolanda Brooks, 6464 19<sup>th</sup> Street West, commented that she prefers business items first but is okay with a new agenda trial period.
- Nikki Buford, 1504 Evergreen Drive, commented that she appreciates the agenda order change.
- Ashley Sprinker, appreciates the agenda order change.

George again invited Councilmember comment; there were discussions concerning Rule No. 20 also including the meeting end time. Councilmember Reynolds asked for an amended motion to suspend Rule No. 20. **Reynolds MOVED to suspend Rule No. 20 in part, preserving time limits for regular business meetings and reorganizing agenda items through December 31, 2020; seconded by Nixon.** George invited Councilmember comments; none were provided.

George invited public comments; none were provided. **The Motion Carried (7-0).** George again invited Councilmember comment; discussions included starting the meetings earlier to accommodate schedules. George invited public comments; Yolanda Brooks, 6464 19<sup>th</sup> Street W, commented that she would support starting Council meetings earlier. **The Motion Carried (7-0).**

**CITY MANAGER COMMENTS**

City Manager Pingel asked the Council to inform the discussion on opening the playgrounds or leave them closed. Councilmember comments included monitoring crowds, concerns it could

create a gathering place for people, and contribute to the spread of COVID-19. George invited public comments; the following individuals provided comments:

- Casey Brett, 702 Contra Costa Ave, commented that parks provide a place to play and the City should let the public monitor themselves.
- Nancy Atwood, 1204 Farallone Ave, commented that she supports keeping the playground closed as children spread germs.
- Yolanda Brooks, 6464 19<sup>th</sup> Street W, commented that children need to socialize.

City Manager Pingel briefed the Council that there is a South Sound 911 study session meeting on October 21<sup>st</sup> and will forward the invite to the Council. Pingel updated the Council on the Business and Rental Assistance Program and reports that the City has received 11 Business applications and two Rental applications. Lastly, Pingel asked for feedback on the swingset location in the Tot Lot as work is starting soon. No feedback was received.

**DEPARTMENT HEAD COMMENTS**

Planning & Building Administrator Stahlnecker reported that Fircrest is in a “High-Traffic Transient Community” and confirmed that the City is not looking for extra growth for the future aside from what will come from the Form-Based Code.

Acting Police Chief Celis reported there will be a blood drive on October 22<sup>nd</sup> at the Public Safety Building and the Department received additional speed signs. The additional signs will be located on Claremont Ave and on Electron Way as you come off Alameda Ave. Council asked if they are movable and Celis confirmed, they can be moved.

**COUNCILMEMBER COMMENTS**

- Viafore; reported that the residents of the 11<sup>th</sup> Tee Community are unhappy about the drainage system that was installed and they want to know if they can gravel over the grass. Public Works Director Wakefield reported that the residents cannot cover the swells with gravel as that was not part of the approved drainage biofiltration plan and he is open to discussing other options for their private drainage system. Viafore reported that Leonard Loveland passed away and will be remembered as a dedicated volunteer.
- Reynolds commented that meeting start times are set by Ordinance and would require an amended Ordinance to change the time.
- Wittner; commented that he saw Parks Maintenance staff changing the readerboard in inclement weather and expressed support for an electronic readerboard.
- Barrentine; asked if the City could use CARES funds to pay water bills for residents in need and Pingel would be reporting back with more information.
- Waltier; no comment provided.
- Nixon: commented on his support of using CARES funds to support residents who are behind on their water bill.
- George: commented that he would like everyone to reach out to local businesses and inform them of the assistance program. He also thanked meeting attendees.

**PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

George invited public comment; the following individuals provided written and/ or oral comment:

- Yolanda Brooks, 6448 19<sup>th</sup> Street Apt B, commented that she would like to followup on parking enforcement and is disappointed about the access to the Planning Commission Meeting. Ms. Brooks appreciates the Mayor and Chief Cheesman for their efforts on social justice issues. Brooks is concerned with not diversifying the Planning Commission and believes a comment made during a diversity meeting was not appropriate.
- Nancy Atwood, 1204 Farallone Ave, commented that she is concerned about the lack of policies regarding climate change and action to implement climate change initiatives.
- Nikki Buford, 1504 Evergreen Drive, commented that she appreciates the new sidewalks on Emerson.

**COMMITTEE, COMMISSION, AND LIAISON REPORTS**

**A. Administration**

Viafore reported that he and Pingel have been discussing the surplus and demolition of the Community Center. He also thanked Yolanda Brooks for handing out information on the Assistance grants available. Viafore is also disappointed in the number of applicants to date.

**B. Environmental, Planning, and Building**

Waltier reported that the Planning & Building Department is staying busy with passports and permits. He also reported that the Form-Based Code will help with PSRC’s Vision 2050.

**C. Finance, IT, Facilities**

Barrentine reported that the Finance Department is working on 3<sup>rd</sup> Quarter reports and will be presenting the report at a future meeting. He also reports that the State audit is wrapping up and there will be an exit conference soon.

**D. Other Liaison Reports**

Reynolds reported the PCRC will be meeting in two days and we need to report if we want to add any items to the legislative agenda for the State. Adding a Public Works Trust Fund was added to the list.

**CONSENT CALENDAR**

George requested the City Clerk read the Consent Calendar as follows: approval of Voucher No. 215526 through Voucher Check No. 215614 in the amount of \$125,179.24; approval of Payroll Check No. 13960 in the amount of \$102,370.95; approval of Payroll Check Nos. 13961 through Payroll Check No. 13964 in the amount of \$8,967.78; approval of Payroll Check Nos. 13965 through Payroll Check No. 13970 in the amount of \$81,142.61; approval of Payroll Check No. 13971 in the amount of \$104,783.04; registering no objections to the Sammy’s Pizza Liquor License Renewal; approval of the September 8, 2020, Regular Meeting Minutes; approval of September 21, 2020, Study Session Meeting; approval of the September 22, 2020, Regular Meeting Minutes; approval of the September 28, 2020, Special Meeting Minutes. **Reynolds MOVED to approve the Consent Calendar as read; seconded by Wittner. The Motion Carried (7-0).**

**PUBLIC HEARING**

**A. 2021 Budget Revenue Sources**

At 8:33 P.M., George opened the public hearing. Finance Director Corcoran briefed the Council on the 2021 Budget Revenue Sources stating the public hearing was to receive comments on the Preliminary 2021 Budget Revenue Sources. George invited councilmember comments; Viafore commented about the soccer rental fees and asked if it is feasible to include them in the 2021

budget. Corcoran reported that due to COVID-19 it is unknown if there will be a 2021 season but we could have a soccer season. George invited public testimony; none were provided. At 8:37 P.M., George closed the public hearing.

**B. 2021 Preliminary Budget**

At 8:37 P.M., George opened the public hearing. Finance Director Corcoran briefed the Council on the 2021 Preliminary Budget stating the public hearing was to receive comments on the Preliminary 2021 Budget. George invited councilmember comments; none were provided. George invited public testimony; none were provided. At 8:39 P.M., George closed the public hearing.

**UNFINISHED BUSINESS**

There was no unfinished business.

**NEW BUSINESS**

**A. Resolution No. 1679: Pierce County Department of Assigned Counsel Agreement**

Court Administrator Perry briefed the Council on the Resolution and reported the contract includes Ruston Court. **Viafore MOVED to adopt Resolution No. 1679, authorizing the City Manager to execute an agreement for Public Defense Services with Pierce County for indigent legal defense services; seconded by Reynolds.** George invited Councilmember comments; none were provided. George invited public comment; none were provided. **The motion carried (7-0)**

**B. Ordinance No. 1659: 2021 Ad Valorem Tax Ordinance**

Finance Director Corcoran briefed the Council on the Ad Valorem Tax Levy for 2021. **Viafore MOVED to adopt Ordinance No. 1659, fixing the amount of the annual ad valorem tax levy necessary for the fiscal year 2021 and repealing Section 1 and 2 of Ordinance No. 1648; seconded by Reynolds.** George invited Councilmember comments; none were provided. George invited public comment; none were provided. **The motion carried (7-0)**

**C. Resolution No. 1680: Establishment no percentage increase of the 2021 Regular Property Tax Levy over 2020 Regular Property Tax Levy**

Finance Director Corcoran briefed the Council on not increasing the property tax amount for 2021. **Viafore MOVED to adopt Resolution No. 1680, establishing no increase in the amount and the percentage increase of the 2021 regular property tax levy over the 2020 regular property tax levy; seconded by Reynolds.** George invited Councilmember comments; none were provided. George invited public comment; none were provided. **The motion carried (7-0)**

**D. Resolution No. 1681: Establishment of the amount of the 2021 EMS Property Tax Levy over 2020 EMS Property Tax Levy**

Finance Director Corcoran briefed the Council on the EMS property tax levy that was approved by the voters on August 4<sup>th</sup>, 2020. **Viafore MOVED to adopt Resolution No. 1681, establishing the amount of the 2021 EMS property tax levy over the 2020 EMS property tax levy; seconded by Reynolds.** George invited Councilmember comments; none were provided. George invited public comment; none were provided. **The motion carried (7-0).**

**E. 2021 Levy Certifications**

Finance Director Corcoran briefed the Council that this motion is to allow the City Manager to sign the 2021 regular tax levy and EMS tax levy forms. **Viafore MOVED to authorize the City Manager to sign the 2021 regular property and EMS levy certification forms; seconded by Reynolds.** George invited Councilmember comments; Viafore asked the staff to find out how much back taxes are owed to the City. George invited public comment; none were provided. **The motion carried (7-0).**

**F. Ordinance No. 1660 Salaries of Non-Union Employees, Including Casual and Seasonal Employees**

Finance Director Corcoran briefed the Council that this Ordinance allows for a cost of living increase of one percent for employees. **Reynolds MOVED to adopt Ordinance No. 1660, amending Section 1 of Ordinance No. 1645 and FMC 2.44.050 relating to salaries of non-union City employees and amending Section 2 of Ordinance No. 1645 and FMC 2.44.090 relating to the hourly rate of pay for casual and seasonal employees; seconded by Waltier.** George invited Councilmember comments; none were provided. George invited public comment; none were provided. **The motion carried (7-0).**

**G. Ordinance No. 1661 Reestablishing the Municipal Court Judge and Chief Examiner Monthly Rate of Pay**

Finance Director Corcoran briefed the Council that this Ordinance allows for a cost of living increase of one percent for the Municipal Judge and the Chief Examiner. **Reynolds MOVED to adopt Ordinance No. 1661, amending Section 1 of Ordinance No. 1642 and FMC 2.44.070 reestablishing the Municipal Court Judge monthly rate of pay and the Civil Service Chief Examiner rate of pay; seconded by Reynolds.** George invited Councilmember comments; Viafore asked the Staff to look into providing a rate increase to the Judge Pro Tem. George invited public comment; none were provided. **The motion carried (7-0).**

**H. Resolution No. 1682: Comfort, Davies and Smith, P.S. Contract Amendment**

City Manager Pingel reported that the only change to the contract is the rate of pay increasing to \$180.00 per hour. **Viafore MOVED to adopt Resolution No. 1682, authorizing the City Manager to execute an amendment to the Contract for Legal Services with Comfort, Davies and Smith, P.S. for City Attorney and City Prosecutor services in 2021; seconded by Waltier.** George invited Councilmember comments; none were provided. George invited public comment; none were provided. **The motion carried (7-0).**

**H. Resolution No. 1683: Insurance Broker Services Contract Amendment**

City Manager Pingel reported that the only change to the contract is the end date of 2021. **Viafore MOVED to adopt Resolution No. 1683, authorizing the City Manager to execute Amendment #9 to the agreement with Leavitt Group NW for insurance broker services; seconded by Reynolds.** George invited Councilmember comments; none were provided. George invited public comment; none were provided. **The motion carried (7-0).**

**CALL FOR FINAL COMMENTS**

Viafore; commented that he would like to receive minutes from the Planning Commission and Civil Service Commission in future updates.

**EXECUTIVE SESSION**

At 9:02 P.M. George reported that the Council would take a five-minute recess and convene into Executive Session, not to exceed 10:13 P.M., to discuss labor negotiations per RCW 42.30.110. George noted that City Manager Pingel would be joining Council in the Executive Session.

At 9:12 P.M., the Council reconvened into regular session.

**ADJOURNMENT**

**Reynolds MOVED to adjourn the meeting at 9:12 P.M., seconded by Barrentine. The Motion Carried (7-0).**

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Hunter T. George, Mayor

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Jayne Westman, City Clerk

**FIRCREST CITY COUNCIL AGENDA SUMMARY**

**NEW BUSINESS:** 2021 Public Hearing-Preliminary Expenditures  
**ITEM:** 11A  
**DATE:** October 27, 2020

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**RECOMMENDED MOTION:** None. Public Hearing Only.

**PROPOSAL:** 2nd Hearing to receive public input on 2021 Preliminary Expenditures

**FISCAL IMPACT:**

General.....	9,422,814
Street .....	624,579
Park Bond Debt Service .....	675,040
Park Bond Capital .....	9,050,285
Storm Drain .....	750,941
Storm Drain Capital .....	882,825
Water .....	1,420,616
Water Capital .....	397,312
Sewer .....	3,746,920
Sewer Capital.....	1,639,986
Equipment Replacement .....	1,736,691
Police Investigation .....	12,540
Real Estate Excise Tax.....	1,887,386
Cumulative Reserve .....	3,780,763
<b>TOTAL .....</b>	<b>36,028,698</b>

**ADVANTAGE:** Allows citizens to comment on 2021 Preliminary Expenditures.

**DISADVANTAGE:** None.

**ALTERNATIVES:** None.

**FIRCREST CITY COUNCIL AGENDA SUMMARY**

**NEW BUSINESS:** 3rd Quarter Financial Review

**ITEM: 10A**

**DATE:** October 27, 2020

**RECOMMENDED MOTION:** Information Only.

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**PROPOSAL:** Review of 3rd Quarter 2020 Financial Reports.

**FISCAL IMPACT:** N/A

**ADVANTAGES:** Provides a review to the Council and citizens of the financial position of the City.

**DISADVANTAGES:** None.

**Attachment(s):** [3rd Quarter 2020 Financial Report](#)



# Memo

To: Mayor and Councilmembers  
From: Colleen Corcoran, Finance Director  
CC: Scott Pingel, City Manager  
Date: October 27, 2020  
Re: 3rd QTR 2020 Financial Report

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This report is based on the 3rd Quarter Financial reports as of September 30, 2020.

There are several charts attached. Please refer to each as they are discussed.

## **GENERAL FUND REVENUES**

General Fund Revenues for the 3rd Quarter of 2020 are close to anticipated except for the pool, recreation, court, passports, and investment interest. The effect of Covid 19 if any is discussed in the sections below.

General Fund Revenue Pie Chart (Figure A): This chart shows the year to date (YTD) revenue collected in the General Fund by category. Total General Fund revenue is at 65.4% of the budget. At the end of the 3rd Quarter, we should be at 75%.

Total General Fund Revenue Chart (Figure B-1): This chart shows how total General Fund revenue compares to previous years. The total line for 2019 is for a full year compared to 2020 YTD as of 9/30/20.

Total Taxes Chart (Figure B-2): This category consists of General and EMS Property taxes, Zoo tax, Retail Sales & Use tax, Local Criminal Justice, Gas, Garbage, Cable, Telephone, Water, Sewer, Storm Drain, and Gambling tax.

The largest lines in the tax category include General Property Tax, Retail Sales Tax, Gas Utility Tax, and Telephone Tax.

Looking at the General Property Tax Chart (Figure B-3) you will see large amounts in May and November. Property tax is due to Pierce County on April 30<sup>th</sup> for the 1<sup>st</sup> half taxes and October 31<sup>st</sup> for the 2<sup>nd</sup> half taxes. The City receives the revenue the following month. Due to the passage of I-747 property taxes can only increase by 1% per year

plus new construction. For the year 2020, the City Council opted to “bank” the 1% increase.

This year, due to Covid-19, the due date for 1<sup>st</sup> half property tax was extended to June 1<sup>st</sup>. This in turn delayed when we received the revenue by one month. As of 9/30/2020 property tax revenue is on target at 55% of projected.

The Retail Sales Tax Chart (Figure B-4): shows how sales taxes have been received since 2017. Retail Sales Tax for the 3<sup>rd</sup> Quarter is at 87% of projected. We were expecting to see a drop in sales tax revenue due to Covid-19, however, the pool construction continues to generate sales tax revenue. Another contributing factor is the revenue received from online shopping. When an order is shipped to Fircrest, the City receives our portion of the retail sales tax. With people unable to shop in person, more people have switched to online shopping. We will continue to watch this line very closely for the remainder of the year.

The Gas Utility Tax (Figure B-5) and Telephone Tax (Figure B-6) charts: show how these revenues have been received since 2017. Telephone tax has been decreasing over the years as people disconnect their landlines.

Total Licenses & Permits chart (Figure B-7): This category consists of Business Licenses, Building, Mechanical, Plumbing, Excavate, and Sign Permits and Investigation Fees. This category is at 78.7% of projected.

Total Intergovernmental Revenue chart (Figure B-8): This category consists of revenue received from other government agencies and includes City Assistance, grants from the State of Washington, Criminal Justice Programs, DUI, Liquor Excise Tax, and Liquor Board Profits. This category is at 70.9%. One cause of the discrepancy is because we have only received \$8,000 or the planning grant for \$20,000 from the State. The second reason relates to the amount of revenue the City receives for City Assistance from the State. We have only received 60% of the estimated revenue. The State’s new estimate is that cities will only receive 72% of their max allowed. For the City that amounts to \$92,683 (\$27,317 less than budgeted).

Total Other Services & Charges chart (Figure B-9): This category consists of Passport Fees, Planning Permits, Site Development, Plan Checking Fees, Swimming Pool Revenue, and Recreation Fees. Instructor Based Revenue is based on revenue collected. The City collects the fee for classes taught by outside instructors and pays the instructors a percentage of the amount collected. There is normally an increase in the summer months when the pool is open. This category is the most affected by Covid-19. With the buildings closed there is no recreation or swimming pool revenue. We did not have any

passport revenue for half of March through May. We are currently processing passports by appointment only.

Total Fines & Forfeits chart (Figure B-10): This category consists of revenue received from the Court, Investigative Fund Assessments, and DUI Investigative Fund Assessments. Covid-19 has impacted this revenue line substantially. As of 9/30/20, we have only received 59% of projected. This line was increased from prior years assuming full staffing at the Police Department and emphasis patrol. We were down two officers and there is no emphasis patrol being conducted. Due to Covid-19 court was closed. The approximate shortfall from the budget is expected to be about \$60,000 for the year.

Total Miscellaneous Revenue chart (Figure B-11): This category consists of Interest, Space & Facilities Rentals, Donations, and other miscellaneous revenues. The large changes from month to month occur when interest revenue is received from interest payments on bonds, as well as quarterly payments received from Tacoma. Currently, we do not have any funds invested in bonds. The decrease in May 2020 was a correction to move \$250,000 from General Fund Parks Donations to the Park Capital Fund Donation line. August 2020 shows a negative amount for another correction moving interest review from the General Fund to the Parks Capital Fund. The Space and Facilities line is only at 7% because of the inability to rent space at recreation facilities. The total for this category is at 50.3% of the estimate.

## **GENERAL FUND EXPENDITURES**

If you look at the General Fund Expenditures spreadsheet (Figure C-1), the General Fund Actual to Budget Chart (Figure C-2), and the Expenditures by Department Chart (Figure C-3) you can see the total expenditure for each department and how it compares to the budgeted amounts along with the percentage spent through September. The total spent as of 9/30/20 was \$3,937,403 or 63.9% of the total General Fund Budget. At the end of the 3rd Quarter, we should be at 75% or less. There will be saving in the pool and recreation budget since these departments are mostly closed.

## **OPERATING REVENUE TO EXPENDITURES COMPARISON**

The Actual Revenue Over/(Under) Expenditures chart (Figure D) shows the effect on ending fund balance (EFB). When revenues exceed expenditures Ending Fund Balance is increased and vice versa.

General Fund: If we look at the third quarter 2020 General Fund operating revenue of \$3,807,181 compared to the third quarter operating expenditures of \$3,869,987, we see that operating revenue is \$62,806 less than expenditures. When including capital and non-revenues and expenditures the EFB at the end of the 3rd Quarter decreased by \$128,977. Remember that in

May (July this year) and November we receive a large amount for property taxes.

Other Funds: Also included on the Actual Revenue Over/(Under) Expenditures chart (Figure D) is a comparison for the Street, Storm, Storm Capital, Water, Water Capital, Sewer, Sewer Capital, ERR, and REET Funds.

## **AVAILABLE CASH BALANCES**

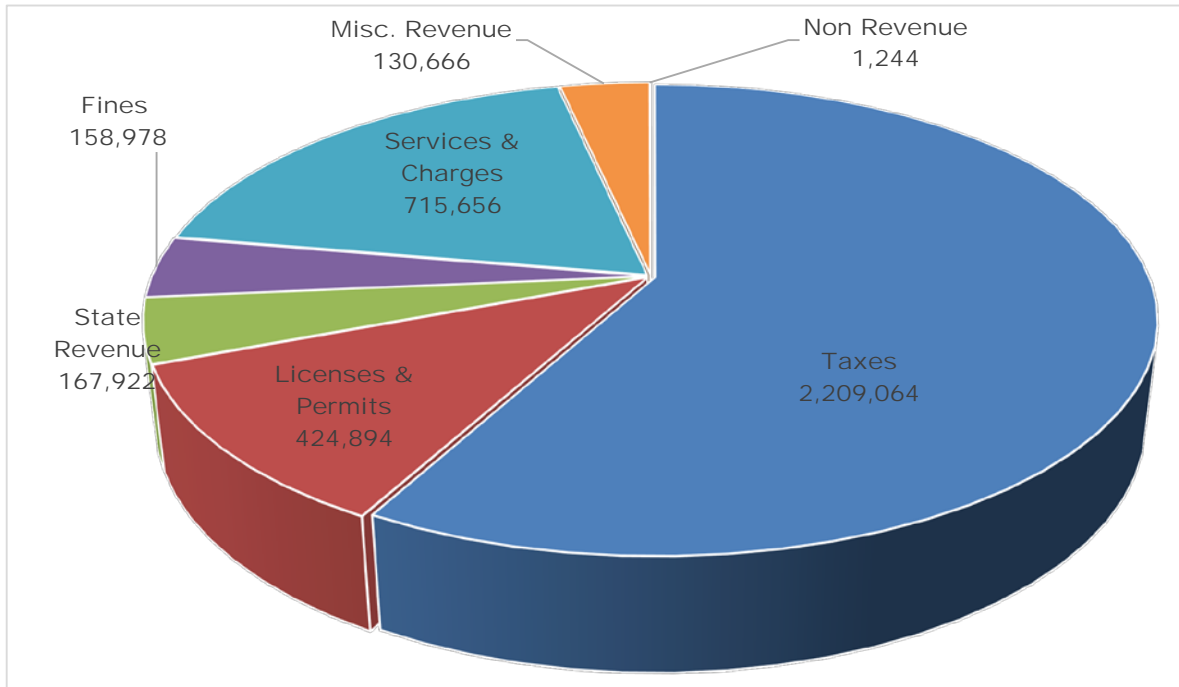
The Available Cash Balance per Fund (Figure E) spreadsheet shows the current available cash per fund after bond investments, reserves for cash flow, and dedicated reserves are met. This amount is needed for cash flow, future capital costs, emergencies, and unexpected expenditures not included in the adopted budget. The Street Fund is showing a negative balance of \$7,205. This is a cash flow issue. We are expecting grant expenditures to be reimbursed by the State. Notice that Water and Street do not have enough fund balance to cover the three-month reserve requirement.

## **CONCLUSION**

As we move further into unknown territory regarding the impact of Covid-19 the above information is very useful in making financial decisions. The City has been very conservative during the past budgeting processes leaving us with a healthy fund balance to help weather the pandemic.

This report along with line item details can be found at the City of Fircrest's website at [cityoffircrest.net](http://cityoffircrest.net).

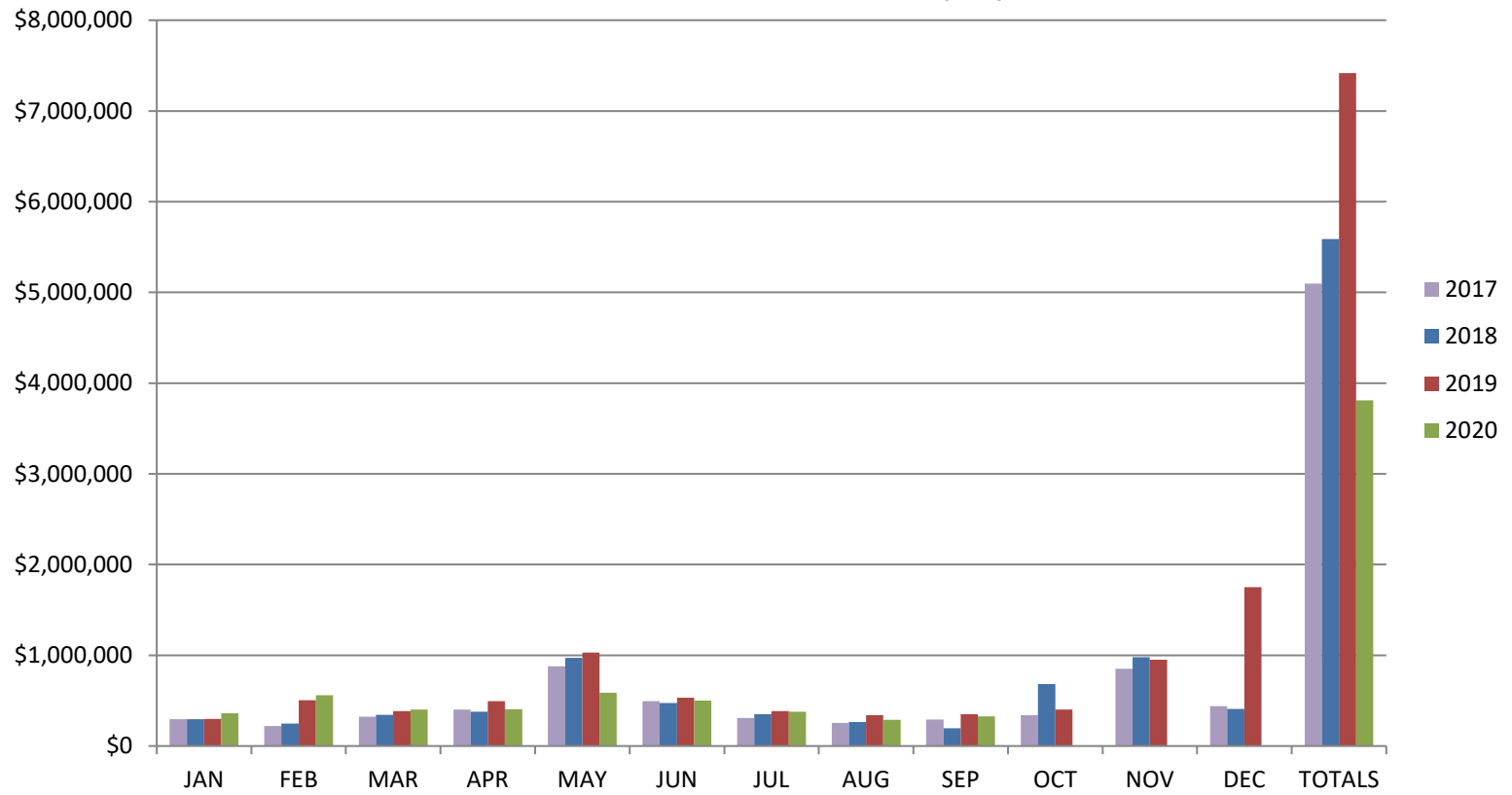
**City of Fircrest  
Figure A  
General Fund Revenue as of Sept 30, 2020**



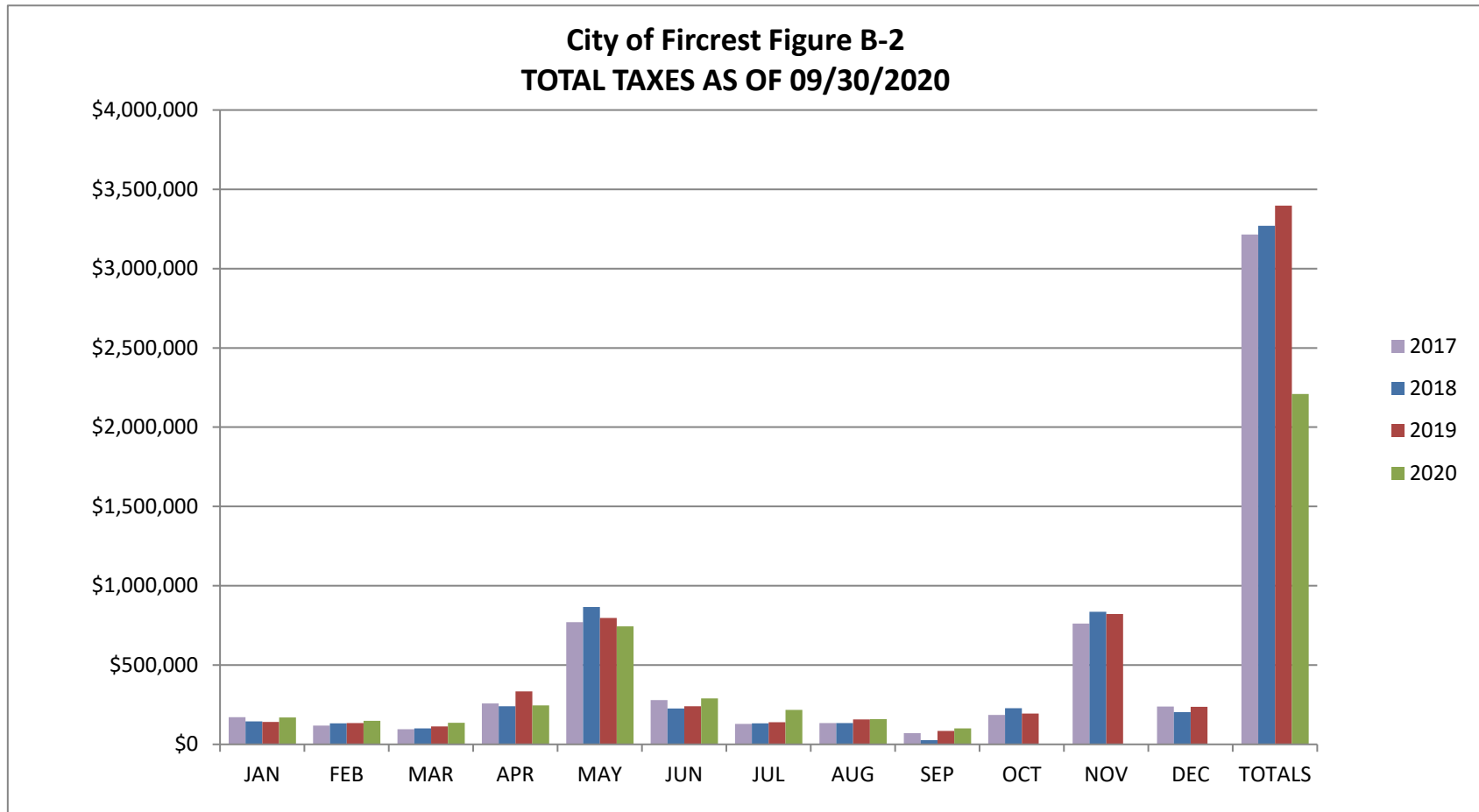
	<u>YTD 9/30/2020</u>	<u>Budget</u>	<u>%</u>
Taxes	2,209,064	3,411,953	64.7%
Licenses & Permits	424,894	539,900	78.7%
State Revenue	167,922	236,700	70.9%
Fines & Forfeits	158,978	269,600	59.0%
Serv & Charges	715,656	1,104,537	64.8%
Misc. Revenue	130,666	259,855	50.3%
Non Revenue	<u>1,244</u>	<u>0</u>	<u>0.0%</u>
<b>TOTAL GEN FUND REV</b>	<b>3,808,426</b>	<b>5,822,545</b>	<b>65.4%</b>

Figure A

**City of Fircrest Figure B-1  
TOTAL GENERAL FUND REVENUE AS OF 09/30/2020**



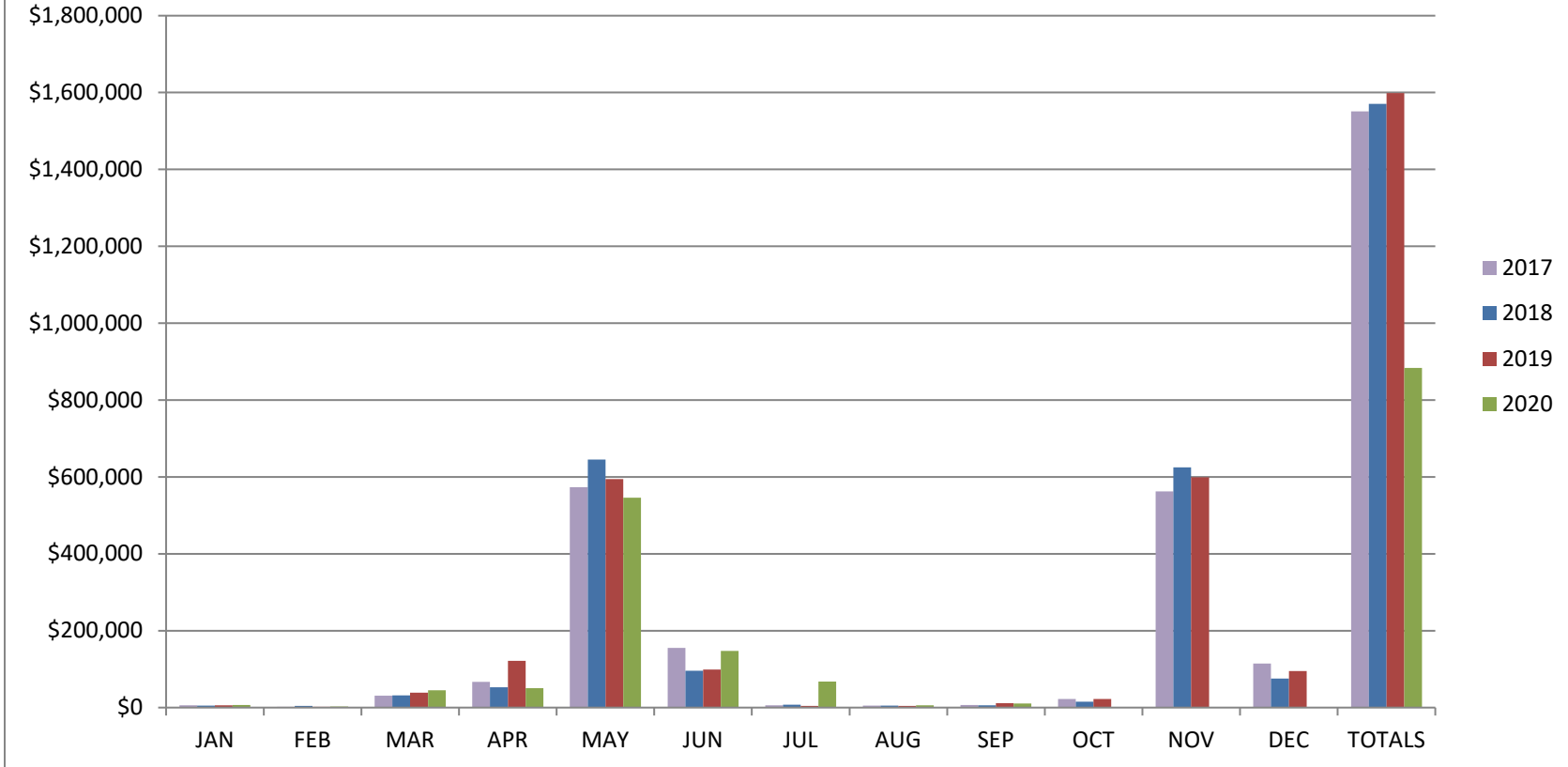
**City of Fircrest Figure B-2  
TOTAL TAXES AS OF 09/30/2020**



Taxes include General Property, EMS, Retail Sales and Use, Zoo, Local Criminal Justice, Water, Sewer, Gas, Garbage, Cable, and Phone

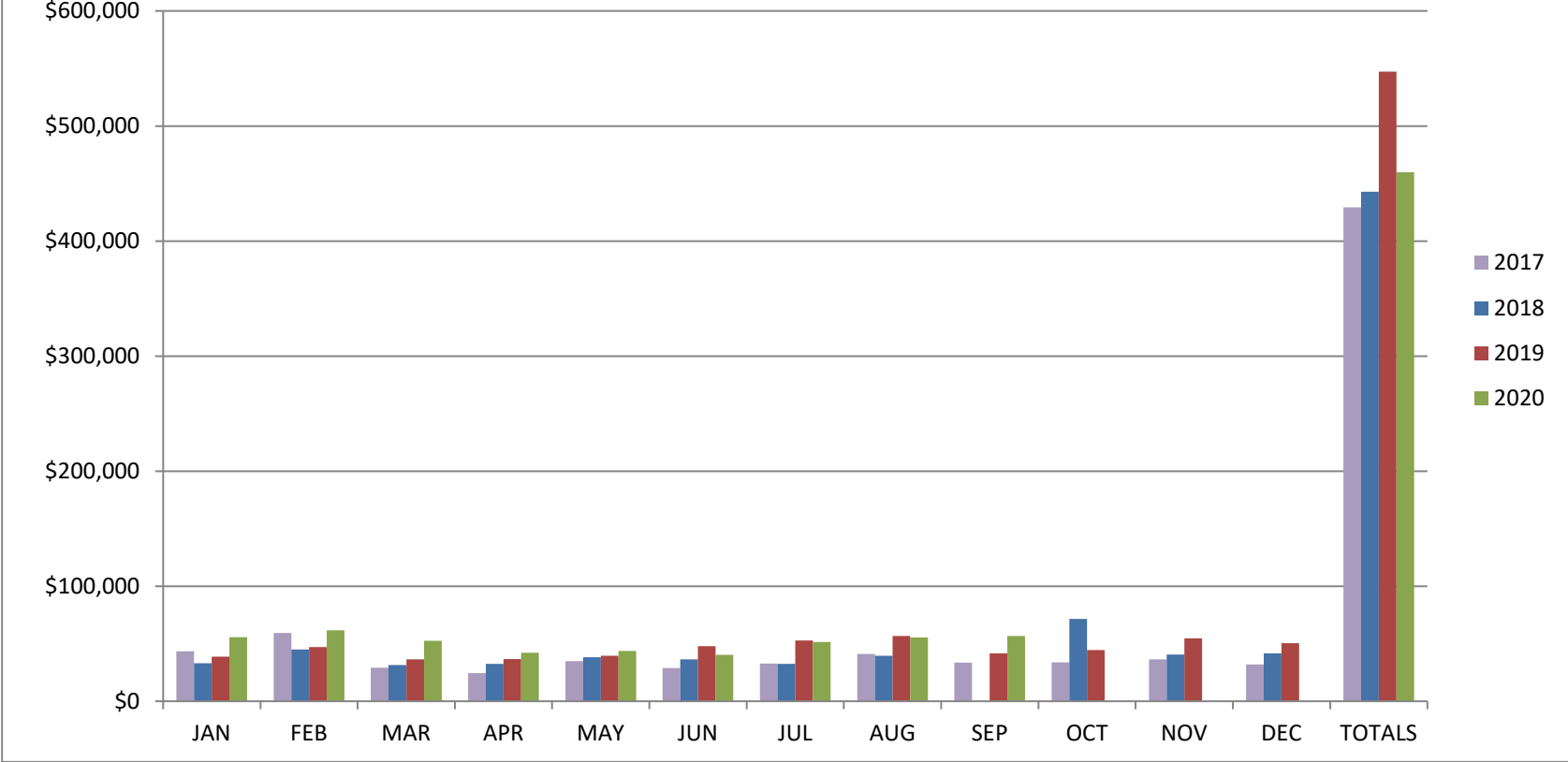
The major source of revenue in this category is property tax which is limited to a 1% increase collected from the previous year.

**City of Fircrest Figure B-3  
GENERAL PROPERTY TAX AS OF 09/30/2020**

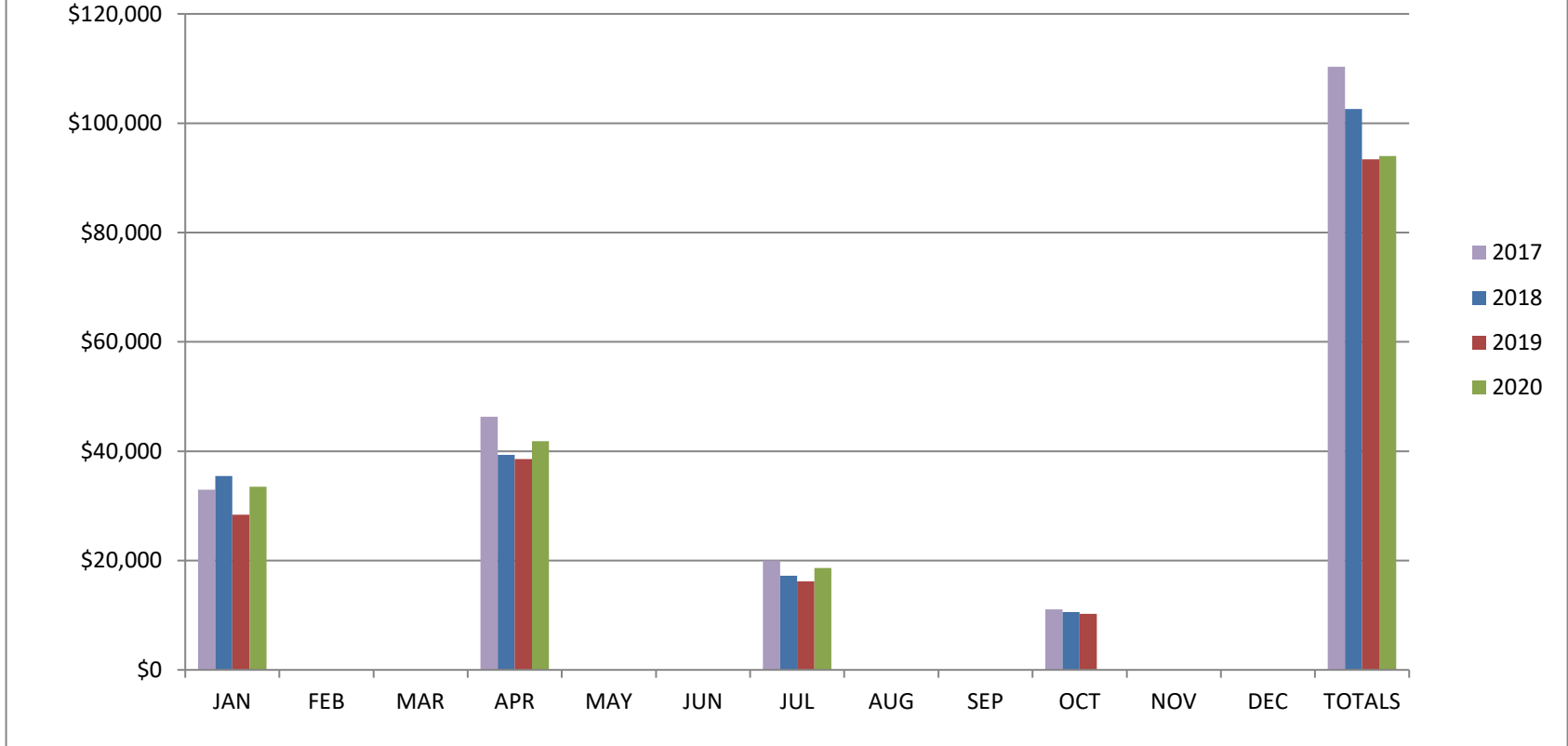




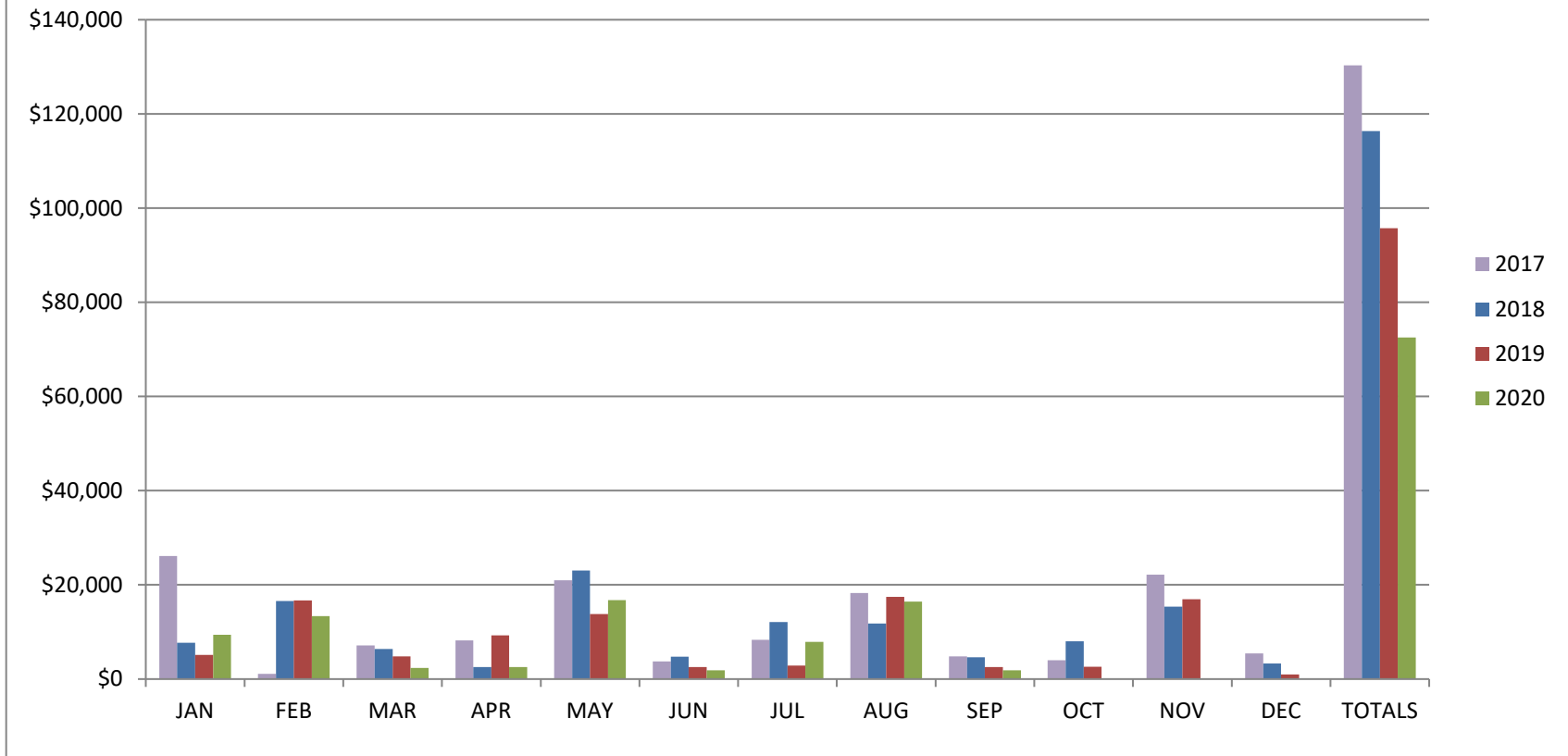
**City of Fircrest Figure B-4  
RETAIL SALES TAX AS OF 09/30/2020**



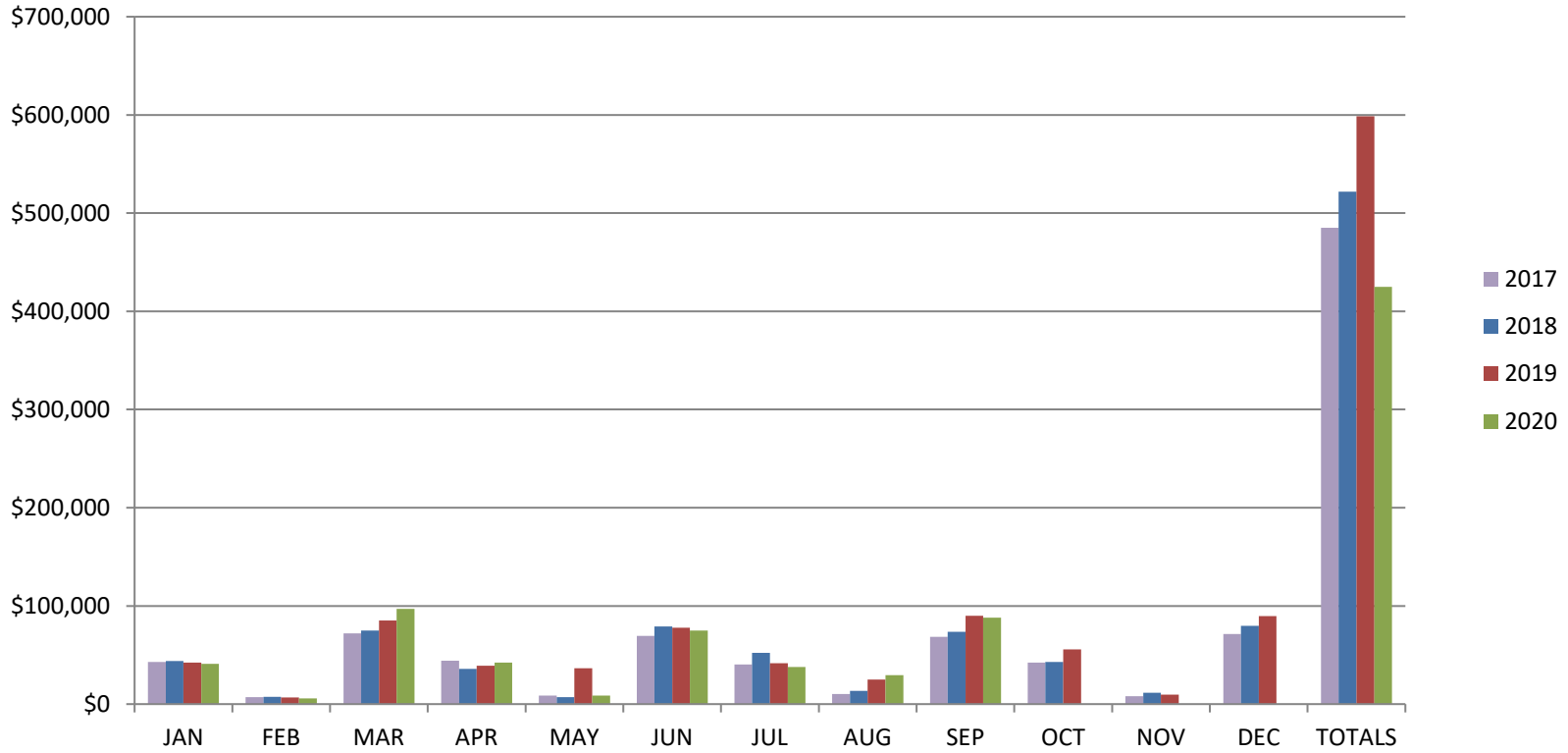
**City of Fircrest Figure B-5  
GAS UTILITY TAX AS OF 09/30/2020**



**City of Fircrest B-6  
TELEPHONE TAX AS OF 09/30/2020**

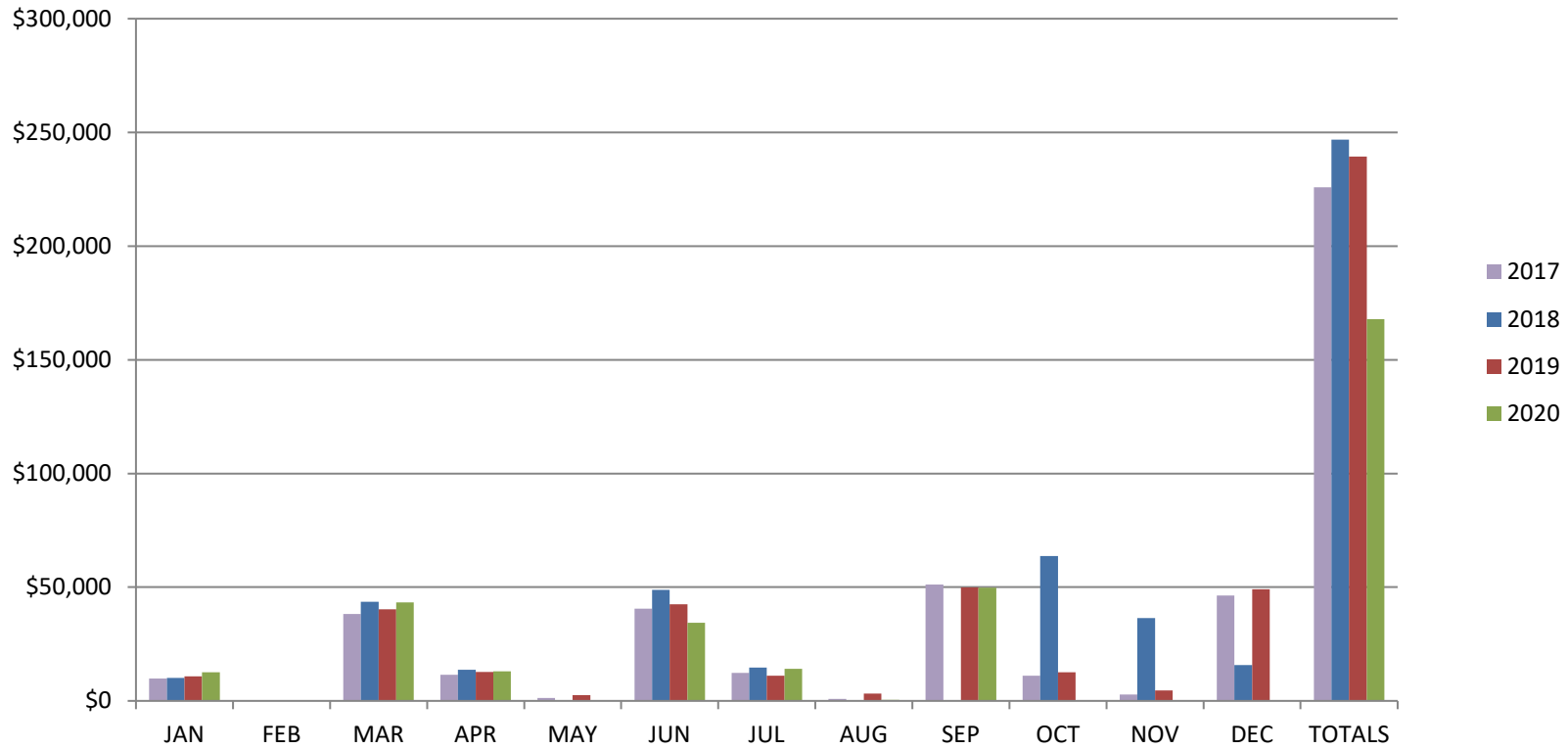


**City of Fircrest Figure B-7  
TOTAL LICENSES & PERMITS AS OF 09/30/2020**



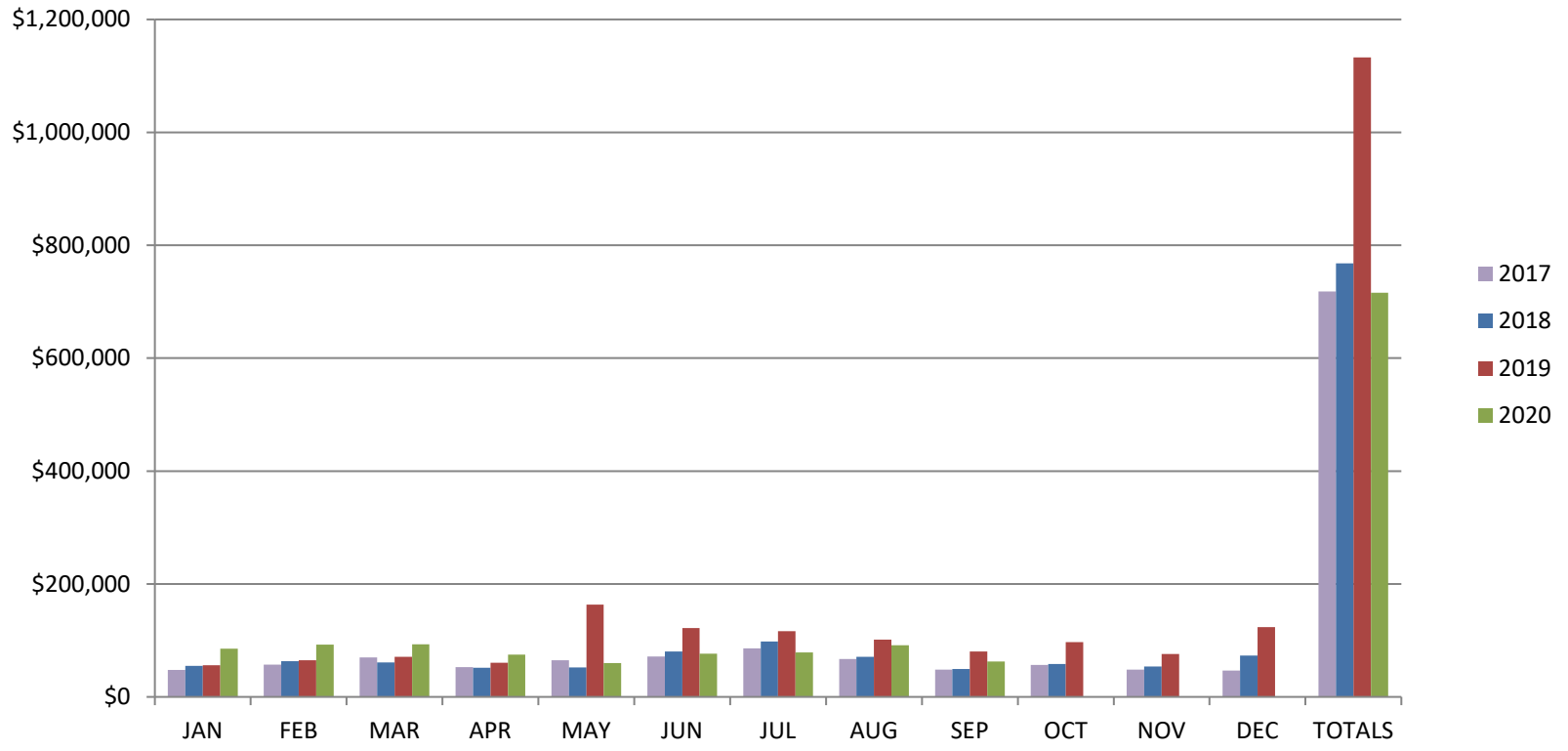
Licenses & Permits include Non Compete/Franchise Fees, Business Licenses, Building, Mechanical, Plumbing, and Excavate Permits

**City of Fircrest B-8  
TOTAL INTERGOV'T REVENUE AS OF 09/30/2020**



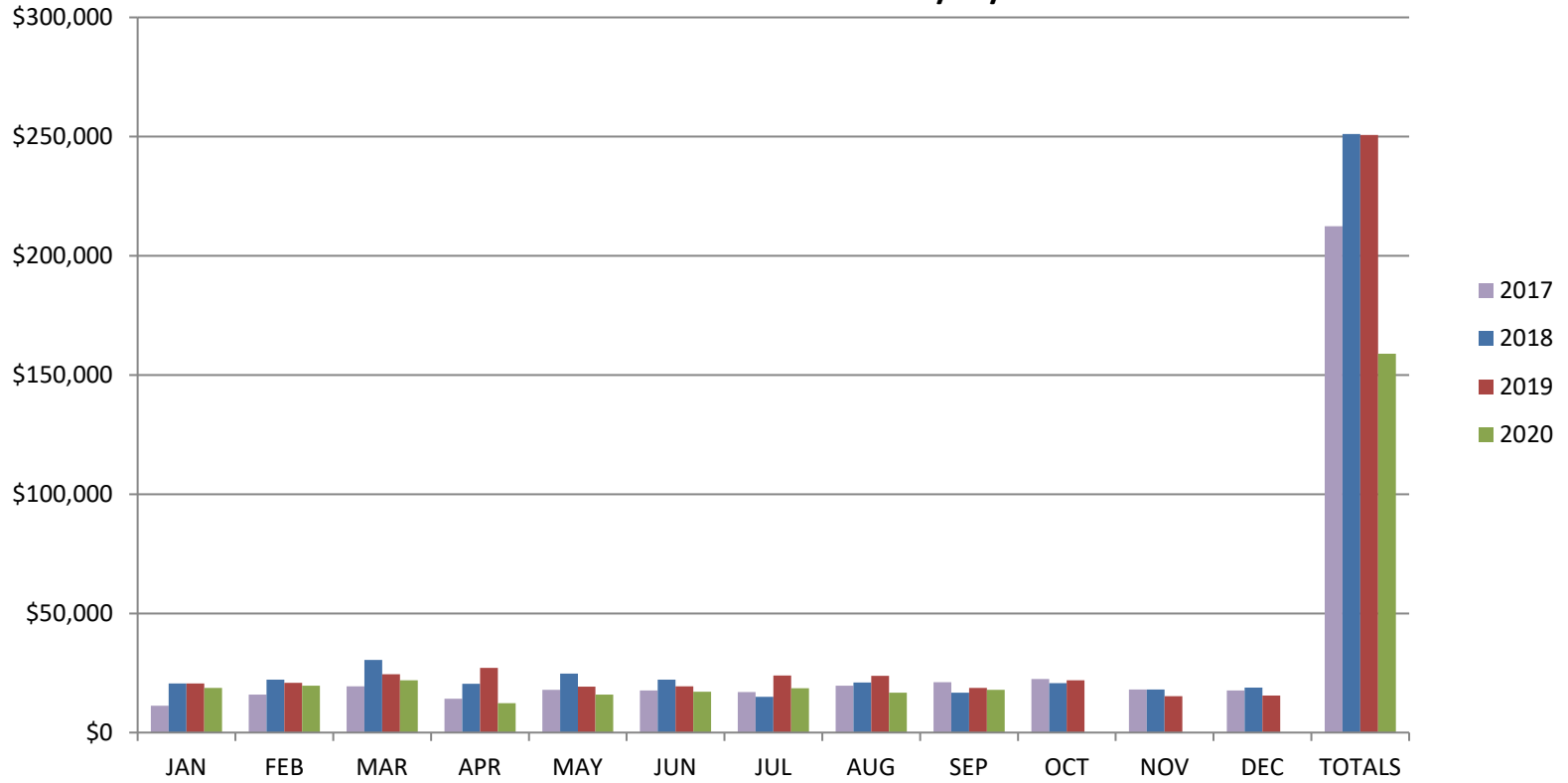
Intergovernmental includes Overtime Reimbursements for the State, City Assistance, CJ Special Programs, DUI-Cities, Liquor Excise Tax and Liquor Board Profits

**City of Fircrest B-9  
TOTAL OTHER SERVICES & CHARGES AS OF 09/30/2020**



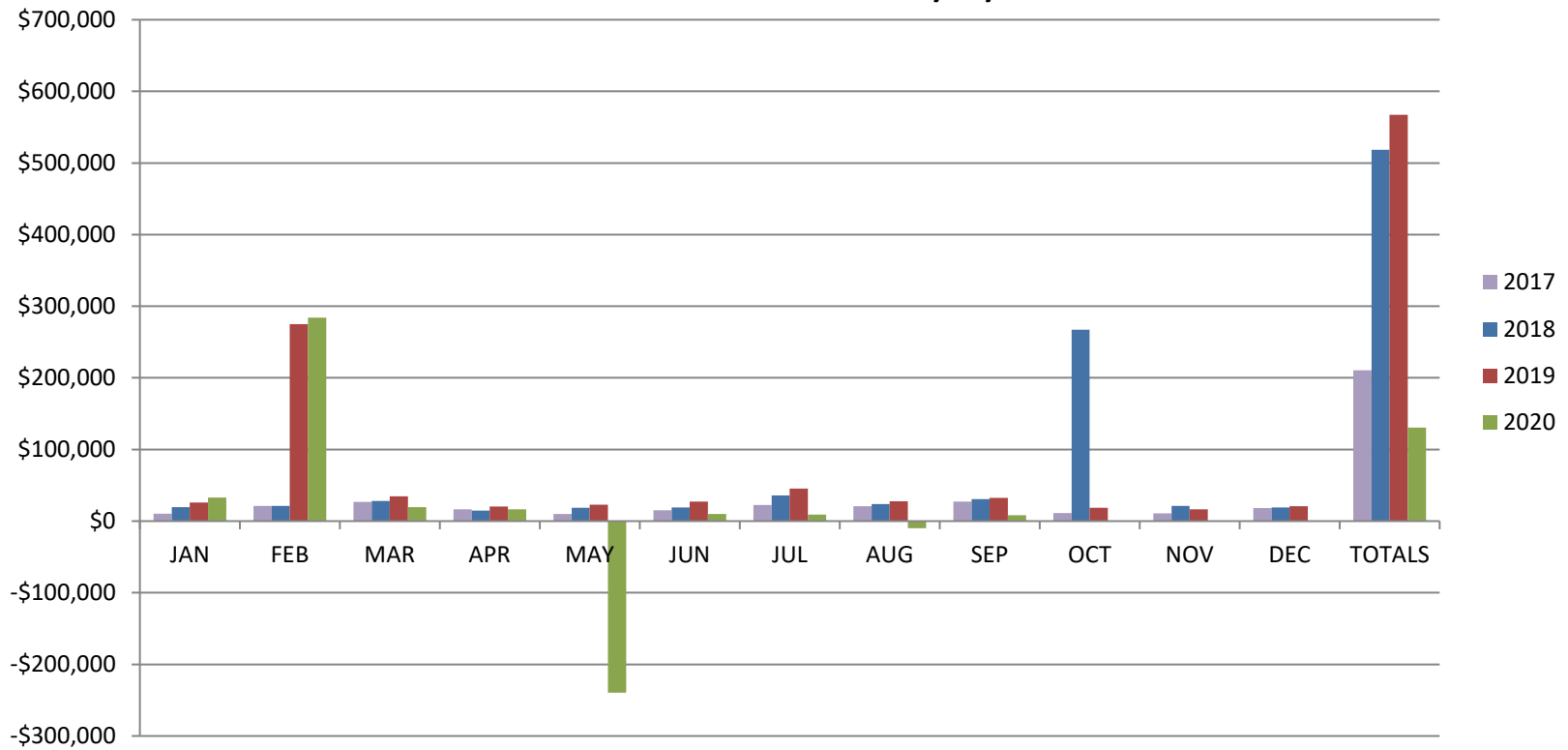
Other Services & Charges include Passport Fees, Planning Fees, Swimming Pool Fees/Lessons, Recreation Fees, Reimbursement for Police Overtime Non State and Interdepartmental Fees

**City of Fircrest Figure B-10  
TOTAL FINES & FORFEITS AS OF 09/30/2020**



Total Fines & Forfeits include Municipal Court, Investigative Fund Assessments and DUI Investigative Fund Assessments

**City of Fircrest Figure B-11  
TOTAL MISC REVENUE AS OF 09/30/2020**



Miscellaneous includes Investment Interest, Space & Facility Rentals Donations, Reimbursements, and other miscellaneous revenues. The large increase in October of 2018 and February 2019 are from donations for the Pool and Community Center project.

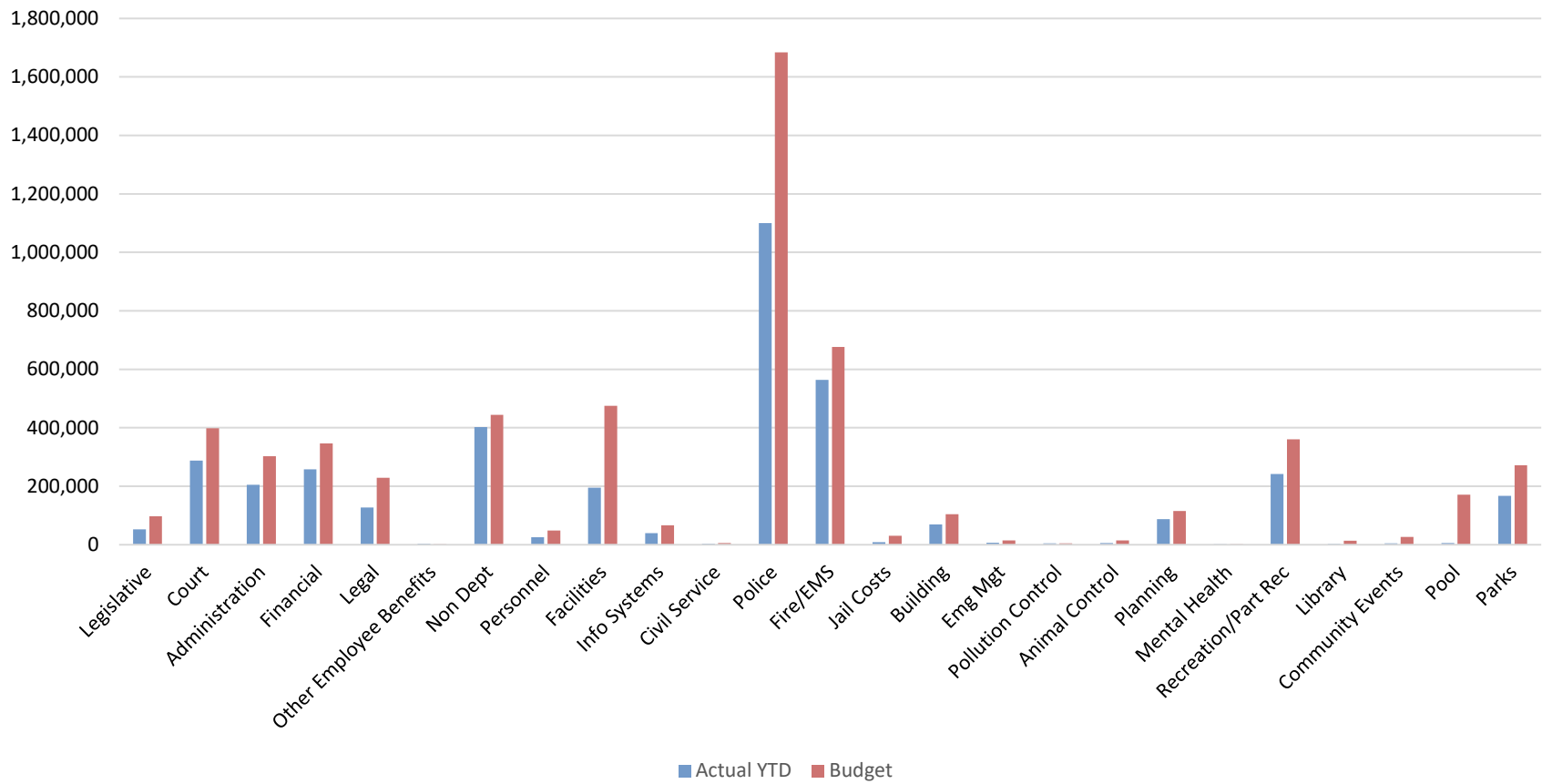


**City of Fircrest Figure C-1**

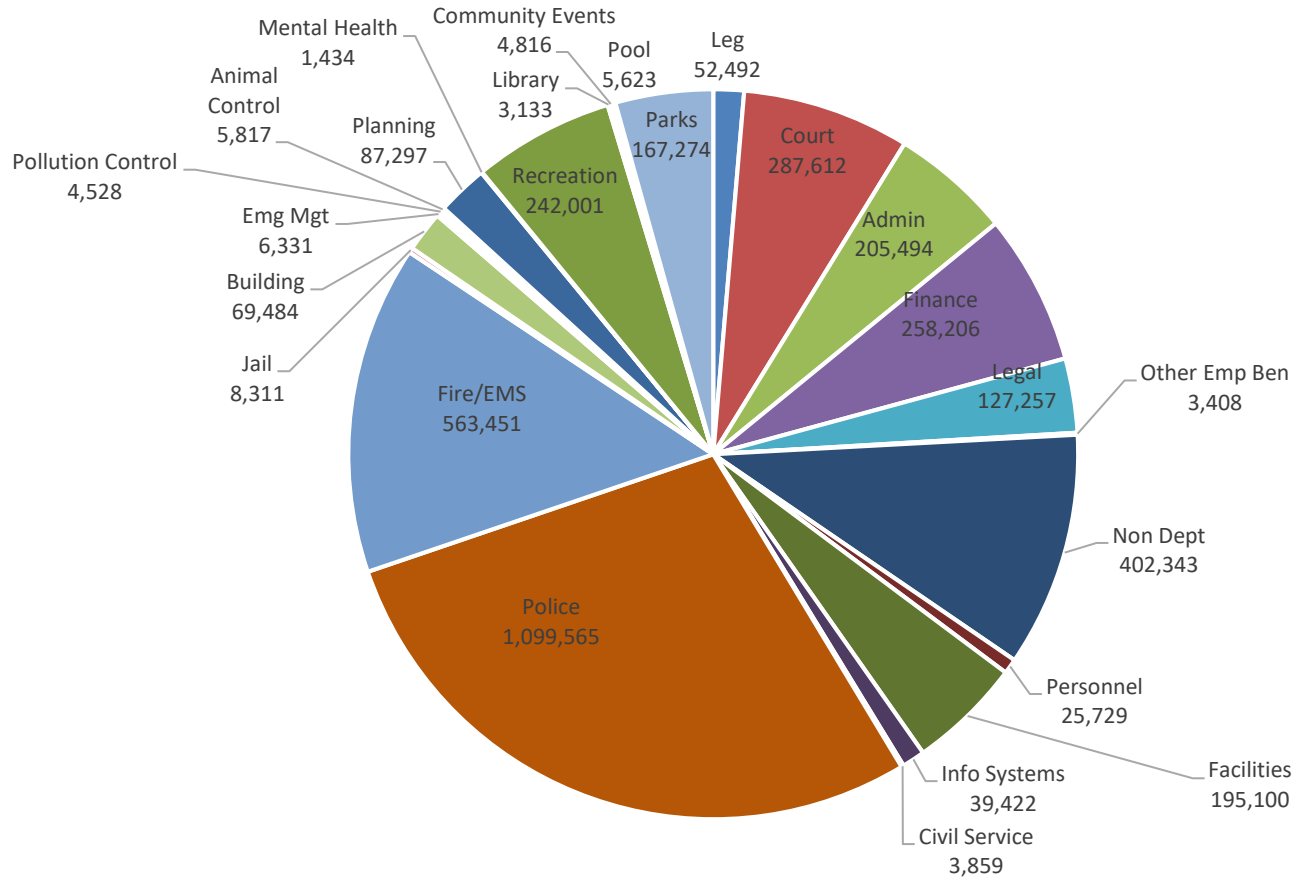
**General Fund Expenditures by Departments as of 09/30/2020**

<u>DEPARTMENT</u>	<u>YTD</u>	<u>BUDGET</u>	<u>REMAINING</u>	<u>% Expensed</u>
Legislative	52,492	97,240	44,748	54.0%
Court	287,612	398,095	110,483	72.2%
Administration	205,494	302,460	96,966	67.9%
Financial	258,206	347,096	88,890	74.4%
Legal	127,257	229,100	101,843	55.5%
Other Employee Benefits	3,408	1,500	-1,908	227.2%
Non Dept	402,343	443,862	41,519	90.6%
Personnel	25,729	49,080	23,351	52.4%
Facilities	195,100	475,255	280,155	41.1%
Info Systems	39,422	66,370	26,948	59.4%
Civil Service	3,859	5,725	1,866	67.4%
Police	1,099,565	1,684,382	584,817	65.3%
Fire/EMS	563,451	676,141	112,690	83.3%
Jail Costs	8,311	30,500	22,189	27.2%
Building	69,484	104,200	34,716	66.7%
Emg Mgt	6,331	14,485	8,154	43.7%
Pollution Control	4,528	4,530	2	100.0%
Animal Control	5,817	15,000	9,183	38.8%
Planning	87,297	115,640	28,343	75.5%
Mental Health	1,434	2,153	719	66.6%
Recreation/Part Rec	242,001	360,840	118,839	67.1%
Library	3,133	14,000	10,868	22.4%
Community Events	4,816	26,400	21,584	18.2%
Pool	5,623	171,280	165,657	3.3%
Parks	167,274	271,623	104,349	61.6%
Total Gen Fund Oper Exp	3,869,987	5,906,957	2,036,970	65.5%
Non Expenditures	1,529	0	-1,529	0.0%
Capital	65,886	255,345	189,459	25.8%
Total General Fund	3,937,403	6,162,302	2,224,899	63.9%

**City of Fircrest Figure C-2  
GENERAL FUND ACTUAL TO BUDGET AS OF 09/30/2020**



**City of Fircrest Figure C-3  
Expenditures by Department as of 09/30/20**



- Legislative
- Court
- Administration
- Financial
- Legal
- Other Employee Benefits
- Non Dept
- Personnel
- Facilities
- Info Systems
- Civil Service
- Police
- Fire/EMS
- Jail Costs
- Building
- Emg Mgt
- Pollution Control
- Animal Control
- Planning
- Mental Health
- Recreation/Part Rec
- Library
- Community Events
- Pool
- Parks

**Figure D**

**ACTUAL REVENUE OVER/(UNDER) EXPENDITURES AS OF 09/30/2020**

	<u>General</u>	<u>Street</u>	<u>Storm</u>	<u>Storm Cap</u>	<u>Water</u>	<u>Water Cap</u>	<u>Sewer</u>	<u>Sewer Cap</u>	<u>ERR</u>	<u>REET</u>
Operating Revenue	3,807,181	298,762	375,222	0	811,992	0	1,948,355	0	68,288	0
Operating Expenditures	<u>(3,869,987)</u>	<u>(340,143)</u>	<u>(298,344)</u>	0	<u>(776,599)</u>	0	<u>(2,002,831)</u>	0	<u>(67,236)</u>	0
<b>Net Operating Revenue Over/ (Under) Expenditures</b>	<b>(62,806)</b>	<b>(41,381)</b>	<b>76,878</b>	<b>0</b>	<b>35,393</b>	<b>0</b>	<b>(54,476)</b>	<b>0</b>	<b>1,052</b>	<b>0</b>
Capital Contributions		162,337				44,000	0	50,000	171,130	230,955
Capital Expenditures	<u>(65,886)</u>	<u>(146,764)</u>	0	<u>(55,616)</u>	0	<u>(153,321)</u>	0	<u>(82,023)</u>	<u>(50,756)</u>	0
	<b>(65,886)</b>	<b>15,573</b>	<b>0</b>	<b>(55,616)</b>	<b>0</b>	<b>(109,321)</b>	<b>0</b>	<b>(32,023)</b>	<b>120,374</b>	<b>230,955</b>
<b>Total Net Revenue over(under) Expenditures</b>	<b>(128,692)</b>	<b>(25,808)</b>	<b>76,878</b>	<b>(55,616)</b>	<b>35,393</b>	<b>(109,321)</b>	<b>(54,476)</b>	<b>(32,023)</b>	<b>121,426</b>	<b>230,955</b>
Non Revenue	1,244						0	0	0	
Capital Transfer In	0			61,425		81,120	0	172,500	0	
Non Expenditures	(1,529)	0	0	0		0	0	0	0	
Capital Transfer Out	0	0	<u>(61,425)</u>	0	<u>(81,120)</u>	0	<u>(172,500)</u>	0	0	
	<b>(285)</b>	<b>0</b>	<b>(61,425)</b>	<b>61,425</b>	<b>(81,120)</b>	<b>81,120</b>	<b>(172,500)</b>	<b>172,500</b>	<b>0</b>	<b>0</b>
<b>Total Change in Fund Balance</b>	<b>(128,977)</b>	<b>(25,808)</b>	<b>15,453</b>	<b>5,809</b>	<b>(45,727)</b>	<b>(28,201)</b>	<b>(226,976)</b>	<b>140,477</b>	<b>121,426</b>	<b>230,955</b>

**ACTUAL BEGINNING/ENDING FUND BALANCES FOR 2020**

Beginning Fund Balance (cash)	3,821,419	18,603	264,997	541,357	289,348	208,092	1,079,765	1,394,771	1,311,468	1,587,706
Total Change in Fund Balance	<u>(128,977)</u>	<u>(25,808)</u>	<u>15,453</u>	<u>5,809</u>	<u>(45,727)</u>	<u>(28,201)</u>	<u>(226,976)</u>	<u>140,477</u>	<u>121,426</u>	<u>230,955</u>
<b>Ending Fund Balance as of 09/30/2020 ( total cash balance)</b>	<b>3,692,442</b>	<b>(7,205)</b>	<b>280,450</b>	<b>547,166</b>	<b>243,621</b>	<b>179,891</b>	<b>852,789</b>	<b>1,535,247</b>	<b>1,432,894</b>	<b>1,818,661</b>

**Figure E**

**AVAILABLE CASH AS OF 09/30/2020**

<b>Undesignated Fund Balances</b>										
Total Cash Balance	3,692,442	(7,205)	280,450	547,166	243,621	179,891	852,789	1,535,247	1,432,894	1,818,661
Less Designated Light Fund	(593,258)									
Less Designated 44th/Alameda	661,838									
Reservered for cash flow (3 months of operating expenses)	<u>(1,476,739)</u>	<u>(140,250)</u>	<u>(123,289)</u>	0	<u>(279,268)</u>	0	<u>(705,911)</u>	0	<u>(39,660)</u>	
<b>Undesignated Fund Balance Available</b>	<b><u>2,284,283</u></b>	<b><u>(147,454)</u></b>	<b><u>157,161</u></b>	<b><u>547,166</u></b>	<b><u>(35,647)</u></b>	<b><u>179,891</u></b>	<b><u>146,878</u></b>	<b><u>1,535,247</u></b>	<b><u>1,393,234</u></b>	<b><u>1,818,661</u></b>
<b>Designated Fund Balance-Sale of Light</b>										
Designated Light Fund (total cash)	593,258									
<b>Designated from sale of Light Fund Cash Available</b>	<b>593,258</b>									
<b>Designated Fund Balance-Sale of 44th/Alameda</b>										
Designated 44th/Alameda Fund (cash)	661,838									
<b>Designated 44th/Alameda Property Sale Cash Available</b>	<b>661,838</b>									
<b>CUMMULATIVE RESERVES</b>										
Designated Fund Balance	3,000,000	150,000			11,513		369,250			
<b>Cummulative Reserve Fund Balance Available</b>	<b><u>3,000,000</u></b>	<b><u>150,000</u></b>	<b>0</b>	<b>0</b>	<b><u>11,513</u></b>	<b>0</b>	<b><u>369,250</u></b>	<b>0</b>	<b>0</b>	<b>0</b>

Total invested at LGIP \$17,573,984.70

**NEW BUSINESS:** Springbrook Software Agreement  
**ITEM: 10B**

**FROM:** Colleen Corcoran, Finance Director

---

**RECOMMENDED MOTION:** I move to adopt Resolution No.\_\_\_\_, authorizing the City Manager to execute an agreement with Springbrook Software to provide software support for Springbrook software applications for the year 2021.

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**PROPOSAL:** The Council is being asked to authorize entering into a professional services agreement with Springbrook Software to provide software support for Springbrook software applications for the year 2021.

**FISCAL IMPACT:** Funds are included in the 2021 Budget for maintenance support. The cost of Springbrook Software is \$10,008.34 plus tax for the year. This is an increase of \$476.59 from the 2020 BIAS agreement.

**ADVANTAGE:** This agreement will allow for support services and updates necessary to operate the software applications.

**DISADVANTAGES:** None known.

**ALTERNATIVE:** Not have maintenance support.

**HISTORY:** BIAS Software was installed in 2011 and implemented on January 1, 2012. A service agreement was purchased every year. In 2020 BIAS Software was purchased by Springbrook Software. There are no changes other than the name change.

**ATTACHMENTS:** [Resolution](#)  
[2021 Software Service Renewal Summary](#)

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**CITY OF FIRCREST  
RESOLUTION NO. \_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FIRCREST,  
WASHINGTON, AUTHORIZING THE CITY MANAGER TO EXECUTE  
AN AGREEMENT WITH SPRINGBROOK SOFTWARE TO PROVIDE  
SOFTWARE SUPPORT FOR SPRINGBROOK SOFTWARE  
APPLICATIONS FOR THE YEAR 2021.**

**WHEREAS**, the City of Fircrest needs specialized services; and

**WHEREAS**, Springbrook Software has the required experience and expertise to provide such services. Now, Therefore,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FIRCREST:**

**Section 1.** The City Manager is hereby authorized and directed to execute the agreement with Springbrook Software (formally BIAS) to provide software support for Springbrook software applications for the period of January 1, 2021, through December 31, 2021.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,  
WASHINGTON**, at a regular meeting thereof this 27th day of October 2020.

**APPROVED:**

\_\_\_\_\_  
Hunter T. George, Mayor

**ATTEST:**

\_\_\_\_\_  
Jayne Westman, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Michael B. Smith, City Attorney



### Renewal Summary

ORDER FORM for: City of Fircrest  
 Prepared on: October 14, 2020  
 Subscription Period: Jan 1, 2020 - Dec 31, 2020

<b>SUBSCRIPTION TOTAL</b>	<b>\$10,008.34</b>
Financial Essentials Payroll Essentials Utilities Essentials Cash Receipting Essentials Building Permits	

#### Billing Contact

Company: **City of Fircrest**  
 Contact: **Colleen Corcoran**  
 Address: **115 Ramsdell St.  
 Fircrest, Washington 98466**  
 Phone: **(253) 564-8901**  
 Email: [ccorcoran@cityoffircrest.net](mailto:ccorcoran@cityoffircrest.net)

#### Springbrook Contact

Company: **Springbrook Software**  
 Proposed by: **Anda Willett**  
 Address: **1000 SW Broadway, Suite 1900  
 Portland, OR 97205**  
 Phone: **(509) 443-3332**  
 Email: [anda.willett@sprbrk.com](mailto:anda.willett@sprbrk.com)

## ORDER DETAILS

ORDER DETAILS						
Subscription Type	Enhancements	Order Term (months)	Monthly/Unit Price	Qty	Total Price	
Financial Essentials	None	12	\$158.48	1	\$1,901.81	
Payroll Essentials	None	12	\$169.31	1	\$2,031.75	
Utilities Essentials	Xpress	12	\$211.31	1	\$2,535.75	
Cash Receipting Essentials	None	12	\$147.26	1	\$1,767.15	
Building Permits	None	12	\$147.66	1	\$1,771.88	
<i>Discounts:</i>						
<b>Remarks:</b>					<b>Subscription Total (tax not included)</b>	<b>\$10,008.34</b>



### Renewal Summary

ORDER FORM for: City of Fircrest  
Prepared on: October 14, 2020  
Subscription Period: Jan 1, 2020 - Dec 31, 2020

<b>SUBSCRIPTION TOTAL</b>	<b>\$10,008.34</b>
Financial Essentials Payroll Essentials Utilities Essentials Cash Receipting Essentials Building Permits	

This Order Form is governed exclusively by the terms and conditions of the BIAS Master Subscription Agreement available at:  
[https://bias.my.salesforce.com/sfc/p/F000000082J2/a/F0000000Trlc/HvddGkaOtmgMQ..f\\_mn9IUoCj\\_ZI\\_74FIg1S.ZX0IN0](https://bias.my.salesforce.com/sfc/p/F000000082J2/a/F0000000Trlc/HvddGkaOtmgMQ..f_mn9IUoCj_ZI_74FIg1S.ZX0IN0)

### **PAYMENT (instructions have changed)**

Please update your systems to reflect our new remittance address reflected below. Springbrook will send you an invoice in advance of your due date.

#### **ACH Payments (Preferred):**

For credit to: Springbrook Holding Company LLC  
Bank: Wells Fargo Bank, N.A.  
Account Number: 4898138342  
ABA/Routing Number: 121000248 (Wire & ACH)

#### **Regular Mail:**

Springbrook Holding Company LLC  
PO Box 74955  
Chicago IL 60675-4955

Click here for [Springbrook Software's W-9](#)

Annual Support Fee is due on the contract year by January 31<sup>st</sup>.